

ADMINISTRATION DEPARTMENT

JAMES MIELKE, COUNTY ADMINISTRATOR

127 East Oak Street, Juneau, Wisconsin, 53039 (920) 386-4251

To: Dodge County Executive Committee
From: James Mielke
Date: May 30, 2018

Re: Meeting Notes – June 5th Executive Committee Meeting

Appearances Before the Committee:

- Vicki Pratt – President, Thrive Ed. A report titled, *Economic Development in Dodge County – Summary of Year One* is included in the packet. Vicki and Nate Olson will provide an overview of the report.
- County Board Supervisor Jeff Schmitt – Advisory Referendum Discussion. To assist in facilitating the discussion, the packet contains the following:
 - overview of county government structure from the Wisconsin County Officials Handbook (Wisconsin Counties Association (WCA));
 - one page document from the WCA comparing roles of a County Executive / Administrator / and Administrative Coordinator;
 - Wisconsin Statute 59.17 County Executive;
 - Statute 59.18 County Administrator;
 - Statute 59.52 (25) Advisory and Contingent Referenda

Emergency Management: Director Amy Nehls is evaluating the potential of adding a third full-time member to the Emergency Management Office. Amy, Human Resource Director Sarah Hinze and I have discussed the organization of the department and the potential role and responsibilities of a creating and adding a new position for 2019. Internal analysis is continuing. For background purposes, the packet includes a copy of Ordinance 927, Chapter 6 – Emergency Management. The Ordinance was adopted August 19, 2014 and a summary document prepared by Amy (*Justification for New Employee in 2019*) regarding how the department staffing roles and responsibilities might look if a new position were created. No decisions are being sought at this time – discussion only.

Building Security: Attached please find estimates from HomeTown Glass for adding bullet resistant glass at various locations at the Henry Dodge Office Building. A Resolution is scheduled to be brought before the Building & Finance Committees on June 7th and 10th. Recommended funding for the project is through a General Fund transfer. A General Fund transfer would require County Board approval.

DODGE COUNTY EXECUTIVE COMMITTEE

May 8, 2018, 10:00 A.M.

FIRST FLOOR – ROOMS H & I AUDITORIUM

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

The meeting was called to order at 10:00 a.m. by Dodge County Executive Committee Chairman, Russell Kottke.

Members present: Berres, Frohling, Kottke, Maly, Marsik, Sheahan-Malloy, and Schmidt.

Member(s) absent: None.

Others present: Dodge County Administrator Jim Mielke; Deputy County Clerk Christine M. Kjornes; Corporation Counsel Kimberly Nass; County Clerk Karen Gibson; Emergency Management Director Amy Nehls; Human Services and Health Director Becky Bell; Highway Commissioner Brian Field; Dodge County Sheriff Dale Schmidt; Physical Facilities Director Russ Freber; ERP Project Director Ross Winklbauer; Veteran Service Officer Andrew Miller; Beaver Dam Lake Improvement Association representative Bill Boettge; Beaver Dam Lake Improvement Association representative Ron George, and WBEV Radio Station Reporter Kevin Haugen.

There were no Non-Committee Member County Board Supervisors in attendance.

Motion by Maly, seconded by Frohling, to approve the Agenda and allow the Chairperson to go out of order as needed to efficiently conduct the meeting. Motion carried.

There was no public comment.

Motion by Schmidt, seconded by Marsik, to approve the April 2, 2018 minutes as presented. Motion carried.

Dodge County Sheriff Dale Schmidt provided a brief oral report to the Committee regarding an out-of-state travel request. Sheriff Schmidt reported that the out-of-state travel request is for two (2) advisor deputies to attend the 2018 National Law Enforcement Exploring Conference to be held in West Lafayette, Indiana, on July 15-21, 2018. Sheriff Schmidt further reported that the Explorers spend many hours preparing for the conference, the conference is a great networking opportunity, and the cost of the conference is included in the 2018 Sheriff's Office budget. Motion by Maly, seconded by Frohling to approve the out-of-state travel request. Motion carried.

Veterans Service Officer Andrew Miller provided a brief oral report to the Committee regarding an out-of-state travel request. Mr. Miller reported that the out-of-state travel request is for Veterans Benefit Specialist Joseph "Benji" Terrell to attend the National Association of Veterans Service Officers (NACVSO) Accreditation training to be held in Pierre, South Dakota, on August 20-24, 2018. Mr. Miller further reported that the cost of the training is included in the 2018 Veteran Service Office budget. Motion by Marsik, seconded by Berres to approve the out-of-state travel request. Motion carried.

Human Services and Health Department Director Becky Bell provided a brief oral report to the Committee regarding an out-of-state travel request. Ms. Bell reported that the out-of-state travel request is for Comprehensive Community Services (CCS) Service Facilitator Ann Nagle to attend the Youth Mental Health First Aid Training to be held in either Seattle, Washington, from June 11-15, 2018, or in Boston, Massachusetts, from June 25-29, 2018. Ms. Bell further reported that the dates and location have not been determined due to the competitive enrollment process. Ms. Bell

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reported that as a certified trainer, Ms. Nagle will have the ability to train local school district staff and law enforcement, and the cost of the training will be paid through the Children's Crisis Grant. Motion by Maly, seconded by Schmidt to approve the out-of-state travel request. Motion carried.

The Committee had a discussion on the County Board Supervisor invitation to the White House Event to be held in Washington D.C., on May 23, 2018. Supervisor Frohling reported that he has registered for the White House Event, as well as the Transportation Development Authority (TDA) Legislative Fly-In, which is also held in Washington D.C., from May 22-24, 2018, and he is covering the cost of both events. Highway Commissioner Brian Field reported that the attendance of one (1) member of the Highway Committee to attend the TDA Legislative Fly-In was approved by the Executive Committee at their March 5, 2018 meeting, and he is pleased that Supervisor Frohling is attending. Mr. Kottke reported that attendance at the White House Event is not included in the 2018 County Board Budget. Mr. Field commented that the Highway Department Budget has funds available to cover the costs for Supervisor Frohling to attend the White House Event, and the TDA Legislative Fly-In. Motion by Schmidt, seconded by Maly to allow Supervisor Frohling to attend the White House Event and TDA Legislative Fly-in Washington D.C. from May 22-24, 2018, and to be funded by the 2018 Highway Department budget. Motion carried 6-1. Frohling abstained.

Dodge County Clerk Karen Gibson provided a brief oral report to the Committee regarding the May 16, 2018 County Board meeting. Ms. Gibson reviewed the document entitled *2018 May Resolutions as of 4/26/18* that was included in the Executive Committee packet materials. Ms. Gibson reported that item 7, the Resolution to create 3 Patrol Deputy in Training positions, will not be presented the County Board at their May 16, 2018 meeting. Ms. Gibson further reported that the agenda will also include an ordinance, a presentation by Corporation Counsel Kimberly Nass regarding County Board Supervisor training, a presentation by Sheriff Dale Schmidt regarding Detention Center Jail Revenue/Expenditure Analysis, and the 2018-2020 County Board Committee Appointments.

Ms. Gibson provided a brief oral report to the Committee regarding the Wisconsin Counties Association (WCA) Annual Conference to be held in La Crosse, Wisconsin, on September 23-25, 2018. Ms. Gibson reported that she has made reservations at the Holiday Inn for the seven (7) Executive Committee members, as well as the six (6) new members. Ms. Gibson further reported the deadline to submit resolutions to the WCA is June 25, 2018.

ERP Project Director Ross Winklbauer provided a brief update on the ERP Project. Mr. Winklbauer reported that Phase 1 has been completed, which included a review of eleven (11) modules, and twelve (12) fundamental review sessions. Mr. Winklbauer further reported that there were forty-two (42) different subject matter experts that attended the fundamental review sessions, with seventeen (17) departments represented, and the budget analysis sessions have begun, which includes work orders and inventory. County Administrator Jim Mielke commented that Tyler Munis will be onsite for three (3) weeks in June of 2018.

Mr. Mielke reported that there are no new claim for damages, and no updates on existing claims.

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Emergency Management Director Amy Nehls provided a brief oral report to the Committee regarding the After Action Review from the April 24, 2018 incident, that occurred at 109 Knaup Drive, Beaver Dam, Wisconsin. Ms. Nehls reported that the incident went well, but there are always ways to improve. Ms. Nehls further reported that costs incurred with this incident were tracked, and the declaration was submitted to the State of Wisconsin.

Corporation Counsel Kimberly Nass provided an oral update to the Committee regarding the status of contracts being reviewed and/or completed by the Corporation Counsel office.

Ms. Nass provided a brief oral update on activities from the Taxation Committee. Ms. Nass reported the following regarding three (3) In Rem petitions:

- In Rem No. 1 – Includes all of the tax delinquent properties from 2015. The Taxation Committee acquired seventeen (17) parcels, with eleven (11) parcels being listed for sale;
- In Rem No. 2 – Foreclose on the five (5) parcels in the City of Beaver Dam that are subject to the City/County agreement. The transfer of these parcels to the City of Beaver Dam is tentatively scheduled for the end of May of 2018;
- In Rem No. 3 – Foreclose on three (3) parcels – one (1) vacant land in the Town of Rubicon, and two (2) parcels owned by the same company located in the Village of Randolph. Foreclosure planned in May of 2018.

Ms. Nass provided an oral update to the Committee regarding the Wisconsin Counties Association Opioid Action. Ms. Nass reported that the federal cases have been consolidated, there is a litigation track and a settlement track, and public releases are provided by the litigation team.

Supervisor Schmidt provided a brief oral update to the Committee regarding building security for the Administration Building and the Henry Dodge Office Building. Supervisor Schmidt reported that the Building Committee, at their April 5, 2018 meeting, authorized the purchase of bullet resistance glass for the County Clerk's Office, and camera installation in the stairwells at the Administration Building. Physical Facilities Director Russ Freber reported that trackers will be placed in the Administration Building to determine the amount of foot traffic, and he has met with Ms. Bell to discuss the security concerns at the Henry Dodge Office Building.

Ms. Nass provided an update to the Committee regarding the petition by the Beaver Dam Lake Improvement Association to create a lake district. Ms. Nass reported that a petition is circulating for the creation of a lake district, the Land Resources and Parks Department and the Land and Water Conservation Department have been in contact with the Beaver Dam Lake Improvement Association, and she provided an overview of the timeline if the petition were to be filed. Beaver Dam Lake Improvement Association representative Bill Boettge and Beaver Dam Lake Improvement Association representative Ron George appeared before the Committee to provide information on the creation of the Beaver Dam Lake District. Mr. Boettge reported that 379 signatures have been obtained, there are 1,104 parcels, 1,490 eligible residents, and therefore, more support is needed. Mr. Boettge further reported that the property owners make the final decision on the budget. Mr. Boettge provided the Committee with a document entitled *Beaver Dam Lake Improvement Association Formation of a Lake District Q&A*.

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Chairman Kotte reported that Supervisor Frohling has been re-elected to the Wisconsin Counties Association Board of Directors.

It was a consensus of the Committee to hold meetings on the first Tuesday of the month at 8:00 a.m. Ms. Nehls asked to be placed as an early agenda item at the June 2018 Executive Committee meeting.

The Committee had a brief discussion on the preferred method for distributing the Executive Committee agenda and packet. Supervisor Berres requested to receive the agenda and packet by mail or hand delivered, and Supervisors Frohling, Maly, Marsik, Sheahan-Malloy, and Schmidt requested to receive the agenda and packet electronically.

Chairman Kottke reported that there is a THRIVE event to be held on May 23, 2018 from 9:30 a.m.-11:00 a.m., at the Juneau Community Center.

Meeting adjourned at 11:07 a.m. by the order of the Chairman

The next regular meeting is scheduled for **Tuesday, June 5, 2018, at 8:00 a.m.**

Jeff Berres, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.

ECONOMIC DEVELOPMENT IN DODGE COUNTY WI



SUMMARY OF YEAR ONE
WORK COMPLETED BY:



INTRODUCTION

Jefferson County entered into an agreement with Dodge County for delivery of economic development services that went into effect as of June 2017. This report is focused on what has been learned in the first year of service delivery for Dodge County, with an emphasis on recommendations and suggestions for steps to take that may affect Dodge County's competitiveness going forward. The report is broken into three areas:

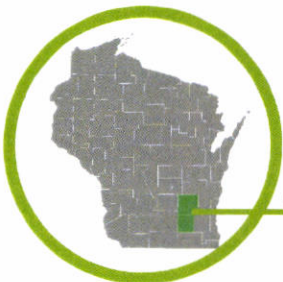
- I. **Current Status:** Data that affects the County's competitiveness as well as input from meetings with various businesses and stakeholders across the county in the previous year.
- II. **Economic Development Perspective:** A further look into the data that affects a community's competitive status, with specific emphasis on what has driven economic development related activity in the past year, and the County's ability to engage effectively in such competitive situations.
- III. **Recommendations** for enhancing the County's competitiveness.

I. CURRENT STATUS

This portion of the report is provocative and critically important to understand the recommendations at the end of the report. Context is important, and this section should provide the framework within which we view the next steps for successful economic development in Dodge County.

Dodge County is a very large land mass located within the commercial market triangle with Madison to the southwest, Milwaukee to the southeast and the tip of the triangle to the north of Fond du Lac. Population density of 101.4 persons per square mile is indicative of the size of the county! From a transportation perspective, Dodge County is not on the state's primary interstate highways except for a small strip of I-41 in the very northeast corner of the county. State Highway 151 cuts across the county, diagonally connecting Madison with Fond du Lac and the Fox Valley region. State Highway 33 is an east-west route providing access to I-39 to the west and connecting to I-41 to the east. State Highway 26 bisects the county and provides direct access to I-94, which then connects to I-90 and I-39. I-94 access to Milwaukee from the WI26 interchange is 50 minutes. Dodge County has several railroads that come through; however, few industrial locations have spur access. Railroads serving the County include: Canadian Pacific, Canadian National, Union Pacific and Wisconsin Southern Rail. There are no commercial airports in Dodge County; however, Juneau has an airport with service for private and smaller corporate jets and freight.

The State of Wisconsin is a manufacturing powerhouse, with the bulk of that activity occurring within 100 miles west of the Lake Michigan shoreline; i.e., Green Bay, Sheboygan, Manitowoc, Fond du Lac, Milwaukee/Waukesha, Racine, Kenosha and Janesville. For economic development purposes, Dodge County is included in the Madison region MSA and considered part of the Madison Regional Economic Partnership (MadREP) group. Dodge County, however, is very different from neighboring Dane County and Madison. Dodge is classified by State demographers as a Manufacturing County, while the state's



capital city is a power player in new technology businesses, including video gaming and health care. Madison and Dane County are considered a STEM (Science, Technology, Engineering & Math) cluster powerhouse, ranked as the number one area for Tech Talent Growth by CBRE (2017). There are more than 7,000 life sciences jobs in the region and more than 400 Information Communications Technology establishments. Madison's millennial population comprises almost 32% of the population – well over the US average of 28.6%.

By contrast, Dodge County's employment by industry sector is dominated by the manufacturing sector. Madison's manufacturing sector employs 8.1% of the worker population, while in Dodge County, 27.3% of the jobs are in the manufacturing sector! DataUSA 2016 provides important insights about prevalent occupations and employment by industry sector.

Here's a quick breakdown for Dodge County:

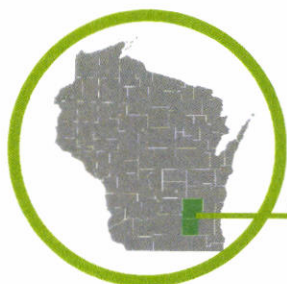
PREVALENT OCCUPATIONS

Production	17.3%	Personal Care	2.7%
Administration	12.8%	Health Practitioners	2.7%
Management	7.3%	Health Technicians	1.8%
Food & Serving	5.6%	Architects/Engineers	1.5%
Education/Trng/Library	5.0%	Firefighting Supervisors	1.4%
Construction/Extraction	5.0%	Farming/fishing/forestry	1.4%
Installtn/maintnce/repair	4.3%	Community & Social Svcs.	1.3%
Transportation	4.2%	Computer & Mathematical	1.2%
Material Moving	3.9%	Arts & recreation	1.0%
Business/Finance Ops.	3.0%	Law Enfcmt. Supervisors	.6%
Cleaning & Maintenance	3.0%	Life/physical/social sciences	.5%
Healthcare Support	3.0%		

While production occupations are the most prevalent in Dodge County, Data USA also provides a handy breakdown of the highest paid occupations in the County. These are, in order:

1. *Architects/Engineers*
2. *Health Practitioners*
3. *Management*
4. *Firefighter Supervisors*
5. *Computer/Mathematical*

Unfortunately, there are not a lot of folks in total employed in these particular occupations in Dodge County.



If you look at employment by Industry Sector (and this is dependent upon how the business files its taxes), DataUSA results for 2016 are:

EMPLOYMENT BY INDUSTRY SECTOR

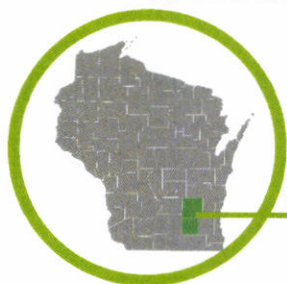
Manufacturing	27.3%
Healthcare and Social Assistance	12.3%
Retail Trades	11%
Construction	6.9%
Education Services	6.2%
Accommodations and Food Services	5.5%
Public Administration	4.2%
Other Services except public administration	4.2%
Transportation & Warehousing	3.8%
Ag/Forestry/Fishing	3.8%
Administration/Support & Waste Management Services	2.9%
Finance & Insurance	2.6%
Professional/Scientific & Technical	2.5%
Wholesale Trades	2.3%
Information Services	1.7%

The data verifies what we all know about Dodge County: It is a manufacturing powerhouse in that most of the folks employed within the county work in a manufacturing business, and most of the occupations are production related.

Population Projections: As they say, “Demography is Destiny.” Recent projections from census.gov put Dodge County at 87,786 for 2017, a decrease of 1.1% from the 2010 Census. The Wisconsin Taxpayers Alliance (WISTAX) projects Dodge County’s 2040 population to be 95,650, a 7.8% increase from where we are today. However, to better understand what that means, we need to look deeper into how that population shakes out. By 2040, WISTAX projects that the worker-aged residents (20-64 years old) will decrease by 9.5%, while the population of those aged 65+ will increase by 100.2%. This is not just a Dodge County problem, but a Wisconsin problem. Most of the rural counties in the State are facing this looming crisis. And it is a crisis.

Commutation Data: There is a little good news here. The data from 2014 indicated that out commuting of employed residents was 61%. This means that the majority of Dodge County residents, who are employed, left the county for work. The 2015 data (most recent available) indicates that this number has dropped to 60%. This is a data point that we will continue to watch. Some of the commutation is undoubtedly the result of higher wages outside of Dodge County. While the data is dated, searches by Occupational Code by County indicate that wages in most occupations are higher in Dane and in Waukesha counties, than they are in Dodge County.

Costs of Living/Costs of Doing Business: There is a tendency for municipalities to want to emphasize their perception of quality of life, as a primary reason for businesses to invest in their community. Businesses seeking new locations hire consultants to advise them how each location being considered



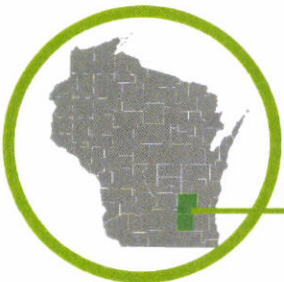
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will impact their profitability over time. Good consultants do very deep dives into the communities being considered once they get past the first two 'cuts.' The initial rounds of cuts generally are related to very specific site, building or market specifications and access to labor. Labor is generally assessed based upon availability of workers, with the skills the employer requires at the time of investigation and projections over time, along with the cost of that labor in that market. This fact is critical and should be a focus for actions to reduce the overall costs of doing business. One simple example is for municipalities to streamline their permitting processes, which reduces time and ultimately saves businesses money.

At the point that a location is given more serious consideration, the ongoing costs of doing business will be thoroughly investigated before the quality of life issues become a deciding factor. Ongoing costs of doing business are a 'certain' decision factor, while quality of life may not be. If the company intends to relocate any of its executive team, quality of life issues tend to be of greater importance in the decision-making process.

Beyond worker costs (and availability), business looks closely at the availability and costs to acquire real estate for their projects. We gathered market data related to Commercial and Industrial real estate transactions in 2017 in Dodge and Jefferson County. This data (see table below) reflects the reality of the existing built environment in both counties. Dodge County has more recently constructed industrial space than Jefferson, and Jefferson has more recently-constructed commercial space than Dodge County. While Dodge and Jefferson County have lower land costs overall than their border markets in Dane, Waukesha, Washington or Fond du Lac counties, the costs per square foot of industrial space in Dodge is comparable to surrounding markets. Conversely, the costs per square foot of commercial space in Jefferson County is comparable to surrounding markets (although varies widely with highest costs at I-94/WI 26 intersect).

JEFFERSON COUNTY	DODGE COUNTY
19 commercial/industrial transactions completed in 2017	16 commercial/industrial transactions completed in 2017
\$11,793,400 Total - Purchase price	\$48,982,900 Total - Purchase price
\$12.51 Average sales price per square foot - Industrial	\$58.75 Average sales price per square foot - Industrial
\$41.67 Average sales price per square foot - commercial	\$29.62 Average sales price per square foot - commercial



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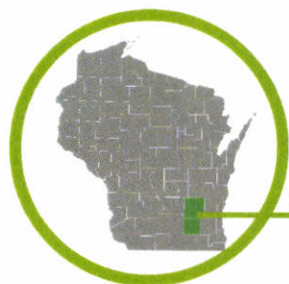
There are several points of reference for Cost of Living information. As a reminder of the contract between Dodge County and the region it's considered part of, the 2016 DataUSA reports Median Household Income in Madison was \$61,284, and the Median Property Value was \$236,100. Dodge County's Median Household Income for the same time frame was \$54,111, and the Median Property Value was \$153,900. These numbers certainly impact the costs of living for residents and the costs of doing business over time for business location decisions. A higher cost of living generally means that employers must offer higher wages to compete for talent. On the flip side, a lower cost of living may result in depressed wages. Mobile talented workers will commute for higher wages.

Cost of living certainly affects quality of life. What else do we know about the Cost of Living in Dodge County? The United Way of Wisconsin completed the 'ALICE' report in 2014. The Dodge County data breaks out the county's municipalities by households and by households in poverty. ALICE is an acronym for Asset Limited, Income Constrained, Employed. In other words, the working poor who earn more than the Federal Poverty Level, but less than the basic costs of living for the county. This study reveals that 42% of the County's population struggles to afford basic needs. The costs, broken out into a Monthly Household Survival Budget (bare minimum) for Dodge County suggest that an hourly wage of \$27.80 (\$57,824 annual) for a household of 2 adults and 2 children is consumed as follows:

Childcare	\$1109
Housing	\$738
Transportation	\$702
Health Care	\$587
Taxes	\$544
Food	\$533
Misc.	\$421

Given the above 2014 expense breakdown, a household income of \$57,824 for a family of four in Dodge County consumes \$55,608, leaving precious little discretionary income for this family.

A source used by many individuals when contemplating location changes for new employment is Sperlings Best Places, at www.bestplaces.net. If one is being recruited to take a position John Deere Horicon Works, and is currently employed by John Deere in Waterloo, Iowa, they may go to such a site to compare the costs of living. Following is the result of a recent cost of living comparison run for a worker earning \$50,000 in Waterloo IA that breaks out the difference in costs by major categories. That worker would need to earn \$53,268 annually to maintain the same quality of life in Horicon that they currently enjoy in Waterloo.



Cost of Living Indexes	Waterloo	Horicon
Overall	81.1	86.4
Food	93.8	93.2
Housing	51.4	62
Utilities	85.3	99.2
Transportation	96.6	100.9
Health	100.7	104.2
Miscellaneous	95.4	96.5

100=national average

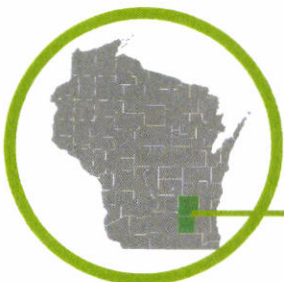
As Dodge County contemplates its demographic destiny, and any actions to take to attract residents, it will be important to consider these factors among many others. Quality of life is a highly subjective issue. No community can be all things to all people. While quality of life issues may not be a factor to companies considering a new investment location, the quality of life and costs of living are paramount to attracting residents to Dodge County. One issue that affects quality of life broadly is cell phone connectivity and access to high speed internet services.

Labor Availability Analysis: The recently completed Labor Availability Analysis provides valuable information for our existing manufacturing entities, and gives us solid data to market Dodge County for new industrial investments. The study took 6 months to complete and the report compiles data from over 2,000 phone call surveys with residents as well as data from other sources.

While Dodge County's population is 87,786, it has a labor basin area that comprises some portion of eight counties. This means the total labor basin population is 657,906. The labor basin has a civilian labor force of 384,778. The Docking Institute study suggests that the labor basin contains a pool of 223,727 available workers. The study reports that an estimated 104,639 folks within the labor basin are willing to work in the manufacturing sector.

What will it take to attract these folks to work in manufacturing in Dodge County? The most important factors are, in order:

1. Good salary/hourly pay
2. Good retirement benefits
3. OJT or paid training
4. Good vacation benefits
5. Flexible hours/flex-time
6. Good education assistance
7. Transportation assistance
8. Childcare assistance



The study further defined “necessary commute time” as equal to or greater than the commute time necessary for the respondent to travel from the zip code of residence to the zip code at the center of the labor basin. There are 121,061 individuals within the necessary commute time, and they report wage demands as follows:

- 46% would accept positions at \$25/hour
- 33% will accept positions at \$20/hour
- 18% will accept positions at \$15/hour
- 4% will accept positions at \$10/hour

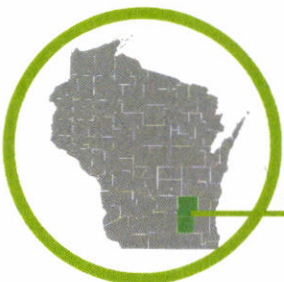
Business/Stakeholder Input: Meetings with businesses, elected officials, agency representatives and residents completed in the past 11 months reveal the following ‘top priorities’ for economic development in Dodge County.

- No available workers
- No skilled workers
- Lack of sliding scale benefits keeping single parents out of the labor pool
- Cost of child care
- Lack of transportation
- Lack of affordable housing for workers
- No available workers for second or third shift work

II. Economic Development Perspective:

Area Development Magazine conducts an annual survey of business CEO’s and Site Selection Consultants to better understand what is driving location investment decisions across America. This year’s survey results mirror what we are seeing in the State of Wisconsin and certainly in Dodge County. The top five factors in order are: highway accessibility, labor costs, and availability of skilled labor, quality of life, and tax exemptions.

Labor is paramount in making a location decision. “Labor” means both costs and availability of labor. It is noteworthy that this year’s study analysis indicates that corporate continues to reduce risk by pushing site selectors to provide a detailed study of the area’s established labor pool and talent pipeline. Thrive Economic Development, Jefferson County, the City of Jefferson and Dodge County SHRM provided funding for completion of a Labor Availability Analysis that was broken out for both Dodge and Jefferson County that provides this type of detail. The results will be widely shared with stakeholders in both counties on May 23, 2018. The single most important aspect of understanding the “what is” of labor, is related to defining the long-term demographic plan to create, attract and KEEP the talent that is needed by the workplace or industry sectors in your community. This will be discussed further in Section III.

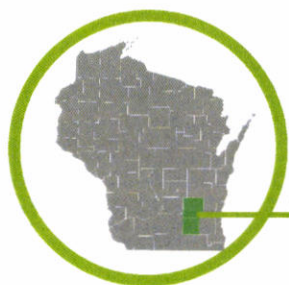


While incentives made the top five list above, it is important to understand what is meant by this term. Incentives are categorized as: Cash Grants, Tax Incentives (credits or exemptions), and/or other Financial Incentives such as IRB's, loans, etc.; Worker Training Incentives; and 'Other Incentives.' Other Incentives are those generally offered at a local level and include such things as free land, utility rate breaks, infrastructure development, etc. Of these, Tax Incentives and Other Incentives are the most coveted by those actually making the location investment decision. In Wisconsin, Tax Incentives are granted only through the State. This is not true in all states. Other Incentives may be offered by municipalities who have TID's; however, this is also regulated by the State of Wisconsin. Again, this is not how every state operates. See Section III for more.

The previous year was a very active opportunity pipeline timeframe, from an economic development perspective for Thrive Economic Development. That said, few site searches were conducted specifically for Dodge County or included locations in Dodge County. The primary reason for this is due to the county's lack of an interstate, which was often cited as a location-specific data point. The majority of searches completed for new investment opportunities were quite specific about access to interstate (which mirrors the Area Development survey) and/or were looking for existing buildings that met very specific criteria that didn't exist in Dodge County's inventory. Highway access and airport access are, for many projects, "first cut" issues. Many of these types of projects filter out any community outside of a specific radius around a particular market or distance from an international airport.

The following are the primary reasons why Dodge County was excluded for site searches:

- *Lack of better quality existing industrial buildings. These are generally defined as:*
 - High ceilings (25+ ft clearance)
 - Sprinkler systems in place
 - High load power
 - Availability of natural gas (high pressure)
 - Access to municipal services
 - On or near truck weighted highways
- *Lack of development-ready industrial sites. These are generally defined as:*
 - Pre-permitted for industrial uses and industrial users
 - All utility services on site OR all engineering completed to show customers both the cost and the timeline necessary to bring all utility services to the site
- *Lack of access to airports/interstates – Dodge County may be able to look at strategies to expand its airport capacity; but not it's interstate access.*
- *Proximity to markets – and this is where economic development gets tough. Dodge County cannot move, business can!*



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III. RECOMMENDATIONS

After only one year of providing economic development services for Dodge County, I can safely say the learning needs to continue. Work has begun to complete an Asset Inventory for Dodge County. This will continue for the duration of 2018 and spill over to 2019. The Asset Inventory will document the existence of specific services and other issues that impact business in the County. As an example, work is currently underway to document the available capacity of the water and wastewater treatment plants in the county. Available capacity is very attractive to certain types of industries whose processes are water dependent, such as food processing, but also companies like Foxconn.

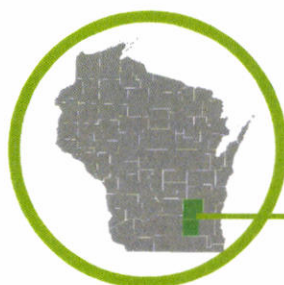
From both a short term and a long-range perspective, the single most pressing issue for Dodge County to remain competitive and viable, is its demographic trajectory and the need for a strategy to reverse this projection! Current data (in Section I) predicts a critical labor shortage combined with an increase of aged 65+ residents of over 100%. Demography is destiny! While the state as a whole is facing a migration problem, this will be especially painful for more rural counties in Wisconsin. It is imperative that Dodge County take this issue seriously and start taking steps to change the trajectory.

Long Term: Attracting younger residents should be uppermost in the minds of the Board of Supervisors. Such efforts in other communities have been undertaken much like siting industrial parks – a 20-year endeavor. Dodge County’s strategy might focus on attracting qualified workers or working families. To undertake such an endeavor, I’d recommend establishing a task force to guide the process. There are several examples of how such programs have succeeded in other areas. One point to make clear however, is that any community deciding to undertake such an initiative needs to ensure that it has the capacity to staff and fund such an endeavor over time. It is not a one-year initiative; nor can it be an add-on to some other organization’s full time strategy. Successful people attraction programs (like business attraction programs) tend to include some mix of incentives focused on attracting the residents you want. Some examples include:

- Offering a reduced mortgage interest rate for qualified targets (typically a 5-year/1% write down)
- Offering subsidized rental rates for qualified targets (6 months’ rent free)
- Offering ‘free for a time’ memberships to health clubs
- Offering ‘free for a time’ internet access

Short Term:

- Recommend a county-wide housing study to define feasibility of constructing and filling affordable and mixed market rate housing in various locations. This should be done on a county-wide level and needs to be tied to a longer term strategy to attract residents.
- Recommend a county-wide effort to address the many ‘dead zones’ in the county. A plan to ensure that residents anywhere in Dodge County have cell phone access is a high priority. (Absolutely necessary to attract residents!)



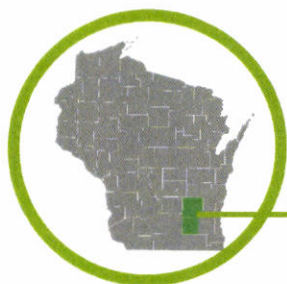
- Education to municipal officials on steps they might take to prepare for industrial growth, such as:
 - Identifying proposed locations
 - Acquiring some form of site control
 - Planning for infrastructure investments to ensure that location is development ready
 - Clarifying the permitting process to document paperwork/timelines and costs for business

In conclusion, much learning has occurred in the first year of delivering economic development services to Dodge County. We are certain that Dodge offers business advantages and we hope to continue our work to ensure that communities in the county are increasingly able to compete for new investment opportunities – and to win more. Working with Nate Olson, of Dodge County Land Resources, and county and municipal leadership, we hope to address the short-term and longer-term issues presented here to promote Dodge County as a ‘must see’ destination for businesses.

Respectfully submitted,



Victoria Pratt, CECD
President, Thrive-ED



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County Government Structure

traveled routes" do not apply to counties with self-organized status where the board may elect to pay members for routes that contain mileage over and above present statutory limits.

FILLING BOARD VACANCIES

From time to time, due to resignation or death, a vacancy occurs on the county board of supervisors. In self-organized counties, the board may determine the procedure for filling a vacancy. Without self-organizational status, the county board chairperson, with the approval of the board, appoints a qualified elector who is a resident in the vacated supervisory district. The appointed person then serves for the remainder of the term, unless the board orders a special election to fill the vacancy. If a vacancy occurs before June 1 in the year preceding expiration of the term of office, the board may order a special election to fill the vacancy. In the case that the board orders such a special election, the appointed person serves until a successor is elected and qualified. The person that is elected in a special election serves for the remainder of the unexpired term.



EXECUTIVE AND ADMINISTRATIVE OPTIONS



Prior to 1960, Wisconsin county boards functioned as both the legislative branch and the executive branch for counties. However, as county government became more complex and the population became more urbanized, state statute was amended to permit the creation of a separate, elected position of county executive to administer and monitor county departments and exercise other specified powers. This position first was mandated for Milwaukee County in 1960. In 1969, the authority to create an executive position was extended to all counties, regardless of size (Wis. Stat. § 59.17). County executives are elected in the general nonpartisan election on the first Tuesday in April and serve four-year terms.

In 1985, the legislature specified the powers of appointed county administrator. The county administrator is responsible for the annual budget, providing oversight to county department heads, and reporting to the county board.⁶ Wisconsin currently has 11 elected county executives and 28 appointed administrators. Wis. Stat. § 59.19 required all counties no later than January 1, 1987 that do not choose to create either an administrator or an executive position to designate an administrative coordinator. The administrative coordinator is "responsible for coordinating all administrative and management functions of the county government not otherwise vested by law in boards or commissions, or in elected officers." In addition, the administrative coordinator is the contact person for official correspondence between the county and departments or agencies of the state of Wisconsin. Thirty-three counties have selected this form of administration.

FORMS OF COUNTY GOVERNMENT IN BRIEF

Wisconsin law provides for three forms of county government. Those are the county executive, county administrator, and county administrative coordinator. All counties have an elected board of supervisors comprised of members of the electorate with powers authorized by Section 22, Article IV of the Constitution and specified in Chapter 59 of the statutes. The Wisconsin county board is unlike the commission form of government in which individual county commissioners are directly responsible for

TABLE 2: COUNTY ADMINISTRATIVE OPTIONS

TOPIC	EXECUTIVE (Wis. Stat. § 59.17)	ADMINISTRATOR (Wis. Stat. § 59.18)	ADMIN. COORDINATOR (Wis. Stat. § 59.19)
How Created	Board resolution or citizen petition/referendum	Board resolution or citizen petition/referendum	Board resolution or ordinance
How Chosen	Spring election every four years (nonpartisan)	Appointed by majority vote of county board	Appointed by majority vote of board
Qualifications	U.S. citizen, 18 years of age county resident	Training, experience, education (no consideration for residence, nationality or political affiliation)	Elected or appointed county official and other qualifications set by board
Source of Powers	State statutes	State statutes	Limited state statutes and board resolution/ordinance
Removal	By governor for cause	By county board majority	By county board majority
Budget Authority	Prepares & presents to board	Prepares & presents to board	Only as authorized by board
Veto Board Actions	Yes	No	No
Department Heads	Appoints (subject to board confirmation), removes at pleasure	Appoints (subject to board confirmation), removes at pleasure	No authority unless granted by board
Advisory Committees/ Boards	Appoints, removes subject to board confirmation unless waived or made under civil service	Appoints, removes subject to board confirmation unless waived or made under civil service	No authority unless granted by board
Coordinate Depts.	Yes	Yes	Only management functions not assigned departments by ordinance or law

the operational aspects of any county department. In a true commission form of government, which still exists in some states, members of the elected body are assigned responsibility for specific departments. For example, an elected "commissioner" is assigned to supervise a specific department such as the highway department, veteran's affairs, social services, etc. The elected official so assigned then actually supervises and directs the operations of that department and controls that department's budget.

While perhaps desirable because it places an elected person directly in charge of a government operation, critiques have been made that the commission form encourages non-productive competition between commissioners and their respective departments; it can distract from the elected official's primary responsibility of policy making and planning; and it can place a person in charge of a department who frequently has no training or experience in government departments that have become increasingly complex. In the most severe cases, this form of government has also been considered more prone to official corruption. Hence, the Wisconsin State Legislature and statutes do not provide for this form of government. Instead, they chose the supervisor form of government. Unfortunately, the use of the term "supervisor" appears to be a source of misinterpretation of the duties of Wisconsin county boards of supervisors. Supervisors do not directly "supervise" under Wisconsin law; they "oversee" through their policy making and budgeting authority.

COUNTY EXECUTIVE (WIS. STAT. § 59.17). In this form of county government, a county executive is elected by the citizens specifically to act in the capacity of Chief Executive Officer (CEO) of the county. While Milwaukee County is required to have a county executive, any county in the state may choose this form of executive structure. This structure is often chosen for reasons such as political climate, complexity of governmental issues in that county, projected growth, or some other issue that compels the citizenry to elect a full-time CEO who answers directly to them.

County Government Structure

The county executive coordinates and directs all administrative and management functions, appoints members to boards and commissions (subject to county board confirmation), supervises department heads, submits the annual budget, and holds veto authority over county board decisions, ordinances, resolutions, and appropriations. The county board can override vetoes of the county executive with a two-thirds majority vote. In short, the county executive is the highest level political leader in the county with powers and a relationship with the board that can be generally equated to those between a mayor and city council or the governor and legislature. While the county board of supervisors is restricted to legislative duties and oversight, the county executive manages and supervises all departments and activities, both day-to-day and long-term through planning. This includes every county action and service except those performed by constitutional officers, such as the sheriff, where the county executive's authority is essentially limited to budgetary control.

COUNTY ADMINISTRATOR (WIS. STAT. § 59.18). The county administrator form of government is optional. It can be chosen but its adoption is not required anywhere by statute. A county administrator form of government is very closely related to the city manager form at the municipal level. It is often chosen because population, growth, and/or complexity of government issues within the county are seen to require a full-time professional manager/administrator to ensure efficient service provision. The county administrator is the chief administrative officer (CAO) of the county and is appointed by a county board "solely on merit" with no weight given to residence, political affiliation, etc. The county administrator coordinates and directs all administrative and management functions of a county government and appoints and supervises department heads subject to county board confirmation.

The county administrator appoints members to boards and commissions, and where statutes give appointment authority to the county board or its chairperson, subject to board confirmation. The county administrator is responsible for preparing and submitting the annual budget, which requires the board of supervisor's approval before becoming official. The county administrator answers to the county board of supervisors as a whole, not to the county board chairperson. A key point here is that the county administrator "supervises" versus "coordinates." Department heads work for, report to, and are evaluated by the county administrator, except for elected constitutional officers such as the county clerk or the sheriff. Through this supervisory authority, the county administrator is expected to manage or administer the daily business of county government. The county administrator has hiring authority (subject to county board approval) and firing authority over department heads unless that authority is revoked by local ordinance by the board of supervisors.

However, constitutional officers and elected department heads do not fall into this category. They do not "work for" the county administrator. Nevertheless, they must recognize the administrator's authority regarding coordination between departments; resource allocation; and management issues outside of the non-supervised department, which require coordination and support from other county departments. Essentially, the county administrator must foster a relationship of trust and cooperation with those officers and department heads not under his/her supervisory control to effectively manage county operations. County administrators commonly assume additional duties, especially in smaller

ITEM	Executive	Administrator	Administrative Coordinator
	(Sec. 59.17, Wis. Stats.)	(Sec. 59.18, Wis. Stats.)	(Sec. 59.19, Wis. Stats.)
HOW CREATED	Board resolution, petition, and/or referendum	Board resolution, petition and/or referendum	Board resolution or ordinance
HOW CHOSEN	Spring election every four years (non- partisan)	Appointed by majority vote of County Board	Appointed by majority vote of County Board
QUALIFICATIONS	U.S. Citizen, 18 years of age, county resident	Training, experience, education (no consideration for residence, nationality or political affiliation)	Elected or appointed County Official Other qualifications set by County Board Note: The Attorney General's Opinion of Incompatibility issued in October 2011
SOURCE OF POWERS	State statutes	State statutes	Limited State statutes and board resolution/ordinance
REMOVAL	By Governor for cause	By County Board (majority)	By County Board (majority)
BUDGET AUTHORITY	Prepares & presents to board	Prepares & presents to board	Only as authorized by board
VETO BOARD ACTIONS	Yes	No	No
DEPT. HEADS	Appoints (Subject to board confirmation) Removes at pleasure	Appoints & removes (Subject to board confirmation) Removes at pleasure	No authority unless granted by County Board
ADVISORY COMMITTEES ADMINISTRATIVE BOARDS	Appoints & removes (Subject to Board confirmation unless waived or made under civil service)	Appoints (Subject to Board confirmation unless waived or made under civil service)	No authority unless granted by County Board
COORDINATE DEPARTMENTS	Yes	Yes	Only management functions not assigned county departments by ordinance or law

A county board cannot adopt a resolution that infringes on the power of a succeeding board to elect its chairperson and vice chairperson. 61 Atty. Gen. 108.

Removal of the chairperson of a county board may be at the will of a simple majority of the board under this section. Section 17.10 is inapplicable. Nothing in this section requires the county board to have any particular reason for removing its chairperson. An incumbent chairperson may be removed at will by the county board simply by voting to elect someone else to that position. OAG 1–07.

59.13 Committees; appointment; compensation.

(1) The board may, by resolution designating the purposes and prescribing the duties thereof and manner of reporting, authorize their chairperson to appoint before June 1 in any year committees from the members of the board, and the committees so appointed shall perform the duties and report as prescribed in the resolution.

(2) Except as provided under sub. (3), committee members shall receive such compensation for their services as the board allows, not exceeding the per diem and mileage allowed to members of the board and the committee members shall receive such compensation, mileage and reimbursement for other expenses as the board allows for their attendance at any school, institute or meeting which the board directs them to attend. No supervisor shall be allowed pay for committee service while the board is in session, nor for mileage except in connection with services performed within the time limited under this subsection. The number of days for which compensation and mileage may be paid a committee member in any year, except members of committees appointed to have charge of the erection of any county building, and except as otherwise provided by law, are limited as follows:

(a) In counties containing less than 25,000 population, to 20 days, not more than 10 of which shall be for services on any one committee, except that the board may increase the number of committee meetings under par. (b) and similarly fix the compensation of the members for the additional meetings.

(b) In counties with a population of 25,000 or more, to 30 days for services on committees, except that the board may, by a two-thirds vote of the members present, increase the number of days for which compensation and mileage may be paid in any year and fix the compensation for each additional day.

(3) A supervisor in a county with a population of 750,000 or more may not accept any compensation in addition to his or her regular salary for serving as a member of any committee, board or commission appointed by the county board or by the county executive.

History: 1983 a. 192 s. 303 (1); 1985 a. 29; 1995 a. 201 s. 107; Stats. 1995 s. 59.13; 2017 a. 207, s. 5.

A county board may not delegate appointment of committee members to a committee of the board. 61 Atty. Gen. 214.

Section 59.06 (2) (intro.) [now 59.13 (2) (intro.)] does not prohibit payment of additional mileage under s. 59.03 (3) (g) [now 59.10 (3) (g)]. 68 Atty. Gen. 73.

County board resolutions creating special or standing committees under this section or creating rules of procedure relative to executive matters or the administration of law are subject to veto in counties under 500,000. 68 Atty. Gen. 182.

A county board's power to delegate authority concerning property transactions to its committees is discussed. 74 Atty. Gen. 227.

Except in self-organized counties under s. 59.03 (1) [now s. 59.10 (1)], a county board may not establish multiple per diem compensation for attendance at more than one committee meeting on the same day on days when the county board is not in session. 79 Atty. Gen. 122.

59.14 Publication of ordinances and proceedings.

(1) Whenever a board enacts an ordinance under this chapter the clerk shall immediately publish the ordinance either in its entirety, as a class 1 notice, under ch. 985, or as a notice, as described under sub. (1m) (b); and the clerk shall procure and distribute copies of the ordinance to the several town clerks, who shall file it in their respective offices.

(1m) (a) In this subsection, “summary” means a brief, precise, and plain-language description that can be easily understood.

(b) A notice of an ordinance that may be published under this subsection shall be published as a class 1 notice under ch. 985 and shall contain at least all of the following:

1. The number and title of the ordinance.
2. The date of enactment.

3. A summary of the subject matter and main points of the ordinance.

4. Information as to where the full text of the ordinance may be obtained, including the phone number of the county clerk, a street address where the full text of the ordinance may be viewed, and a website, if any, at which the ordinance may be accessed.

(2) The board shall, by ordinance or resolution, provide for publication in one or more newspapers in the county as a class 1 notice, under ch. 985, a certified copy of all its proceedings had at any meeting, regular or special; said publication to be completed within 60 days after the adjournment of each session.

(3) The board may at any meeting, regular or special, provide by resolution for the publication in pamphlet form by the lowest and best bidder therefor, of a sufficient and designated number of copies of its duly certified proceedings, for general distribution.

(4) The board may order public notices relating to tax redemption and other affairs of the county to be published in a newspaper printed in any other than the English language, to be designated in such order, whenever the board considers it necessary for the better information of the inhabitants of the county, and it shall appear from the last previous census that one-fourth or more of the adult population of the county is of a nationality not speaking the English language, and that there shall have been a newspaper published in the county continuously for one year or more in the language spoken by that nationality; but all of the notices shall also be published in a newspaper published in the English language as provided by law. The compensation for all of the publications shall be paid by the county ordering the publications, and shall be the same as that prescribed by law for publication in the English language; and no extra charge shall be allowed for translation in any case. No irregularity, mistake or informality in any such publication shall affect the validity or regularity of any tax redemptions or other legal proceedings.

History: 1987 a. 378; 1995 a. 201 s. 244; Stats. 1995 s. 59.14; 2007 a. 72; 2017 a. 365 s. 112.

Sub. (1) is discussed in reference to the effect of the failure to distribute and the requirements of distribution and publication. 62 Atty. Gen. 81.

Codification and publication of ordinances is discussed. 70 Atty. Gen. 124.

A county with a population of less than 250,000 is not required to designate an official newspaper. A county is not required to seek bids for the publication of legal notices. Even if a county does not competitively bid the publication of its own proceedings as provided in sub. (3), it may print its own proceedings or post them on its website. A county may not, in lieu of publication in a printed newspaper or posting on a physical bulletin board, post its legal notices on its official website. OAG 2–08.

59.15 Neglect of duty. Any supervisor who refuses or neglects to perform any of the duties which are required of the supervisor by law as a member of the board, without just cause therefor, shall for each such refusal or neglect forfeit not less than \$50 nor more than \$200.

History: 1991 a. 316; 1995 a. 201 s. 246; Stats. 1995 s. 59.15; 1995 a. 225 s. 136; 1997 a. 35.

A county board may provide for a penalty in the nature of a forfeiture for the violation of a code of ethics ordinance but may not bar violators from running for office. A violation is not a neglect of duties under s. 59.15 or ipso facto cause for removal under s. 17.09 (1). 66 Atty. Gen. 148. See also 67 Atty. Gen. 164.



SUBCHAPTER IV



COUNTY OFFICERS

59.17 County executive. (1) **ELECTION AND TERM OF OFFICE.** (a) In each county with a population of 750,000 or more, a county executive shall be elected for a 4-year term at the election to be held on the first Tuesday in April of each year in which county supervisors are elected, and shall take office on the first Monday in May following the election. The county executive shall be elected from residents of the county at large by a majority vote of all qualified electors in the county voting in the election. In any county which attains a population of 750,000 or more, the first election under this paragraph shall be held on the first Tuesday in April in the year following the official announcement of the federal census.

(b) Counties with a population of less than 750,000 may by resolution of the board or by petition and referendum create the office of county executive or abolish it by petition and referendum. If the office of county executive is abolished, the person serving in the office shall complete the term to which elected. The county executive shall be elected the same as a county executive is elected under par. (a) for a term of 4 years commencing with the first spring election occurring at least 120 days after the creation of the office and shall take office on the 3rd Tuesday in April of that year. Such petition and election shall follow the procedure provided in s. 9.20 (1) to (6), except that in case of conflict this subsection shall control.

(2) DUTIES AND POWERS. The county executive shall be the chief executive officer of the county. The county executive shall take care that every county ordinance and state or federal law is observed, enforced and administered within his or her county if the ordinance or law is subject to enforcement by the county executive or any person supervised by the county executive. The duties and powers of the county executive shall be, without limitation because of enumeration, to:

(a) Coordinate and direct all administrative and management functions of the county government not otherwise vested by law in other elected officers.

(b) In any county with a population of 750,000 or more:

1. Appoint and supervise the heads of all departments except where the statutes provide that the appointment shall be made by a board or commission or by other elected officers. Notwithstanding any statutory provision that a board or commission or the county board or county board chairperson appoint a department head, except ss. 17.21 and 59.47 (3), the county executive shall appoint and supervise the department head. Except for a statutory provision which specifies that a board or commission or the county board shall supervise the administration of a department, the county executive shall administer, supervise, and direct all county departments, including any person who negotiates on behalf of the county, and the county board, other board, or commission shall perform any advisory or policy-making function authorized by statute. Any appointment by the county executive under this subdivision requires the confirmation of the county board unless the county board, by ordinance, elects to waive confirmation. An appointee of the county executive may assume his or her duties immediately, pending board action which shall take place within 60 days after the county executive submits the appointment to the board for confirmation. Any department head appointed by a county executive under this subsection may be removed at the pleasure of the county executive. The county executive shall comply with hiring policies set by the board when making appointments under this paragraph.

2. Establish departments in county government, and sections and divisions within those departments, that the county executive believes are necessary for the efficient administration of the county. Any department or subunit of a department that the county executive creates under this subdivision may not be established unless its creation and funding are approved by a vote of the board. The county executive shall administer, supervise, and direct any department or subunit of a department that is created under this subdivision, and those departments and subunits shall report to the county executive.

3. Exercise the authority under s. 59.52 (6) that would otherwise be exercised by a county board, except that the county board may continue to exercise the authority under s. 59.52 (6) with regard to land that is zoned as a park on or after July 14, 2015, other than land zoned as a park in the city of Milwaukee that is located within the area west of Lincoln Memorial Drive, south of E. Michigan Street, east of N. Van Buren Street, and north of E. Clybourn Avenue. With regard to the sale, acquisition, or lease as landlord or tenant of property, other than certain park land as described in this subdivision, the county executive's action need not be consistent with established county board policy and may take effect without submission to or approval by the county board.

The proceeds of the sale of property as authorized under this subdivision shall first be applied to any debt attached to the property. Before the county executive's sale of county land may take effect, a majority of the following must sign a document, a copy of which will be attached to the bill of sale and a copy of which will be retained by the county, certifying that they believe the sale is in the best interests of the county:

a. The county executive or his or her designee.

b. The county comptroller or his or her designee.

c. An individual who is a resident of the city, village, or town where the property is located, who shall be appointed, at least biennially, by the executive council, as defined in s. 59.794 (1) (d). The individual appointed under this subd. 3. c. may not be an elective official, and he or she must have demonstrable experience in real estate law or real estate sales or development.

4. Sign all contracts, conveyances, and evidences of indebtedness on behalf of the county, to the extent that no other county officer or employee is specifically required to sign such contracts, conveyances, and evidences of indebtedness, and countersign all other contracts, conveyances, and evidences of indebtedness. No contract with the county is valid unless it is signed or countersigned by the county executive and, as provided in ss. 59.255 (2) (e) and 59.42 (2) (b) 5., by the comptroller and corporation counsel.

5. Introduce proposed ordinances and resolutions for consideration by the board.

6. Hire and supervise the number of employees that the county executive reasonably believes are necessary for him or her to carry out the duties of the county executive's office, subject to board approval of the county executive department budget.

7. Together with the commissioner of the opportunity schools and partnership program under subch. II of ch. 119, solicit private gifts and grants for use by the commissioner to further the purposes of the opportunity schools and partnership program under subch. II of ch. 119 and without oversight or approval of the county board.

(bm) 1. In any county with a population of 750,000 or more, appoint the following persons:

a. The director of parks, recreation and culture under s. 27.03 (2).

b. The director of the county department of human services under s. 46.21 (1m) (a).

c. The director of the county department of administration under s. 59.52 (1) (a).

d. The director of personnel of the county civil service commission under s. 63.02 (2).

e. The director of transportation under s. 83.01 (1).

2. Each appointment under subd. 1. is subject to the confirmation of the county board and is in the unclassified service, serving at the pleasure of the county executive and holding office until a new appointment is made by the county executive and confirmed by the board. An appointee of the county executive may assume his or her duties immediately, pending board action which shall take place within 60 days after the county executive submits the appointment to the board for confirmation. No prior appointee may serve longer than 6 months after the term for which he or she was appointed and confirmed expires, unless reappointed and reconfirmed. The term of each appointment is 4 years or less. The county executive shall comply with hiring policies set by the board when making appointments under subd. 1.

(br) In any county with a population of less than 750,000, appoint and supervise the heads of all county departments except those elected by the people and except where the statutes provide that the appointment shall be made by other elected officers. Notwithstanding any statutory provision that a board or commission or the county board or county board chairperson appoint a department head, except s. 17.21, the county executive shall appoint and supervise the department head. Notwithstanding any statutory

provision that a board or commission supervise the administration of a department, the department head shall supervise the administration of the department and the board or commission shall perform any advisory or policy-making function authorized by statute. An appointment by the county executive under this subsection requires the confirmation of the board unless the board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63. Any department head appointed by a county executive under this subsection may be removed at the pleasure of the county executive unless the department head is appointed under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.

(c) Appoint the members of all boards and commissions where appointments are required and where the statutes provide that the appointments are made by the county board or by the chairperson of the county board. All appointments to boards and commissions by the county executive are subject to confirmation by the county board.

(3) ADMINISTRATIVE SECRETARIES TO COUNTY EXECUTIVE; STAFF. The county executive may appoint administrative secretaries using hiring procedures which shall be exempt from county civil service competitive examination procedures and such additional staff assistants as the board provides.

(4) COMPENSATION OF COUNTY EXECUTIVE, DEPUTY, AND STAFF ASSISTANTS. The board shall fix the compensation of the county executive, the county executive's administrative secretary and the county executive's staff assistants, provided that the salary of the county executive shall be established at least 90 days prior to any election held to fill the office.

(5) MESSAGE TO THE BOARD; SUBMISSION OF ANNUAL BUDGET. The county executive shall annually, and otherwise as may be necessary, communicate to the board the condition of the county, and shall recommend such matters to the board for its consideration as he or she considers expedient. Notwithstanding any other provision of the law, he or she shall be responsible for the submission of the annual budget to the board and may exercise the power to veto any increases or decreases in the budget under sub. (6).

(6) COUNTY EXECUTIVE TO APPROVE OR VETO RESOLUTIONS OR ORDINANCES; PROCEEDINGS ON VETO. Every resolution adopted or ordinance enacted by the board shall, before it becomes effective, be presented to the county executive. If the county executive approves, the county executive shall sign it; if not, the county executive shall return it with his or her objections, which objections shall be entered at large upon the journal and the board shall proceed to reconsider the matter. Appropriations may be approved in whole or in part by the county executive and the part approved shall become law, and the part objected to shall be returned in the same manner as provided for in other resolutions or ordinances. If, after such reconsideration, two-thirds of the members-elect of the board agree to adopt the resolution or enact the ordinance or the part of the resolution or ordinance objected to, it shall become effective on the date prescribed but not earlier than the date of passage following reconsideration. In all such cases, the votes of the members of the board shall be determined by ayes and nays and the names of the members voting for or against the resolution or ordinance or the part thereof objected to shall be entered on the journal. If any resolution or ordinance is not returned by the county executive to the board at its first meeting occurring not less than 6 days, Sundays excepted, after it has been presented to the county executive, it shall become effective unless the board has recessed or adjourned for a period in excess of 60 days, in which case it shall not be effective without the county executive's approval.

(7) REMOVAL FROM OFFICE; VACANCY, HOW FILLED. The county executive may be removed from office by the governor for cause under s. 17.16. A vacancy in the office of county executive shall be filled temporarily, within 30 days of the date of the vacancy, by

appointment by the chairperson of the board, subject to confirmation by the board, from among electors of the county. Within 7 days following the occurrence of the vacancy, the clerk shall order a special election to be held under s. 8.50 to fill the vacancy. If the vacancy occurs after October 31 but not later than 49 days before the day of the spring primary, the special election shall be held concurrently with the spring primary and election.

(8) SUCCESSION IN OFFICE. (a) In the event of the inability of the county executive to serve because of mental or physical disease, the powers and duties of the office shall devolve upon the chairperson of the board until such time as the disability shall cease.

(b) In the event that a vacancy in the office of county executive occurs, the chairperson of the board shall immediately succeed to the office and assume the duties and responsibilities thereof until the board has confirmed an appointment to the office under sub. (7).

History: 1975 c. 264; 1977 c. 257, 259; 1979 c. 260; 1981 c. 217, 314, 329; 1981 c. 391 s. 210; 1983 a. 148; 1983 a. 192 ss. 116, 303 (2); 1983 a. 239, 484; 1985 a. 29 ss. 1150 to 1158, 1160, 3200 (56), 3202 (56); 1985 a. 135 s. 85; 1985 a. 176; 1989 a. 273; 1991 a. 269, 274, 316; 1995 a. 16 s. 2; 1995 a. 201 s. 101; Stats. 1995 s. 59.17; 2013 a. 14; 2015 a. 55; 2017 a. 207, s. 5.

A county executive's partial-veto power is similar to the governor's power. 73 Atty. Gen. 92.

The powers of an elected county executive are discussed. 77 Atty. Gen. 113.



A county board may adopt an ordinance creating the office of county executive and make the ordinance contingent upon approval in a countywide referendum. The office of county executive is created at the time the results of the referendum become final. The first election for the office occurs at least 120 days after the creation becomes effective. The county executive takes office on the 3rd Tuesday in April of the election year. 78 Atty. Gen. 227.

The veto of an appropriation under sub. (5) does not restore the appropriation to its level in the county executive's proposed budget. 80 Atty. Gen. 214.

Section 33.28 (2) (a) provides that the county representative upon a public inland lake protection and rehabilitation board is to be a person appointed by the county board. By operation of sub. (2) (c), the power of appointing the county representative to a public inland lake protection and rehabilitation district is therefore transferred from the county board to the county executive once the office of county executive is created, subject to confirmation by the board. OAG 2-09.

A county board may require a county executive to clarify that he or she is not representing the position of the county when engaging in lobbying activities on behalf of a position that is not the position adopted by the county. A county board may require county department heads to submit reports to the county board, but it cannot require county department heads appointed and supervised by the county executive to report to the board in a supervisory sense. A county board is not authorized to demote, suspend, or discharge a department head or employee not appointed by the board unless that power is specifically conferred by statute. OAG 6-13.

The Milwaukee County Board may require confirmation of the county executive's appointments to any position in the unclassified service that is a department head. The Board may not require confirmation of the executive's or other administrators' appointments to positions in the unclassified service that are not department heads. OAG 7-13.

A county executive has the authority to reduce a line item budget appropriation from one specific dollar figure to another through the use of his or her partial veto. Constitutional amendments limiting the governor's veto authority in Art. V, s. 10 (1) (c) impose no corresponding limit upon the veto authority of the county executive under Art. IV, s. 23a. OAG 6-14.  

59.18 County administrator. (1) APPOINTMENT. Counties having a population of less than 750,000 may by resolution of the board or by petition and referendum create the office of county administrator. The county administrator shall be appointed by majority vote of the board. Such petition and election shall follow the procedure provided in s. 9.20 (1) to (6). If any member of the board is appointed as county administrator, his or her status as a member of the board is thereby terminated, except that in the case of a vacancy in the office of county administrator by reason of removal, resignation or other cause, the board may appoint any member of the board as acting county administrator to serve for a period of 15 days while the board is considering the selection of a county administrator.

(2) DUTIES AND POWERS. The county administrator shall be the chief administrative officer of the county. The county administrator shall take care that every county ordinance and state or federal law is observed, enforced and administered within his or her county if the ordinance or law is subject to enforcement by the county administrator or any other person supervised by the county administrator. The duties and powers of the county administrator shall be, without limitation because of enumeration, to:

(a) Coordinate and direct all administrative and management functions of the county government not otherwise vested by law in boards or commissions, or in other elected officers.

(b) Appoint and supervise the heads of all departments of the county except those elected by the people and except where the statutes provide that the appointment shall be made by elected officers; but the county administrator shall also appoint and supervise all department heads where the law provides that the appointment shall be made by a board or commission, by the chairperson of the county board or by the county board. Notwithstanding any statutory provision that a board or commission supervise the administration of a department, the department head shall supervise the administration of the department and the board or commission shall perform any advisory or policy-making function authorized by statute. Any appointment by the county administrator under this paragraph requires the confirmation of the county board unless the board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63. Any department head appointed by a county administrator under this paragraph may be removed at the pleasure of the county administrator unless the department head is appointed under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.

(c) Appoint the members of all boards and commissions where the statutes provide that such appointment shall be made by the county board or by the chairperson of the county board. All appointments to boards and commissions by the county administrator shall be subject to the confirmation of the county board.

(3) ADMINISTRATIVE SECRETARY TO COUNTY ADMINISTRATOR; STAFF. The county administrator may appoint an administrative secretary, and additional staff assistants, as necessary.

(4) COMPENSATION OF COUNTY ADMINISTRATOR AND STAFF. The board shall fix the compensation of the county administrator, the county administrator's administrative secretary and the county administrator's staff assistants.

(5) MESSAGE TO THE BOARD: SUBMISSION OF ANNUAL BUDGET. The county administrator shall annually, and otherwise as necessary, communicate to the board the condition of the county, and recommend such matters to the board for its consideration as the county administrator considers expedient. Notwithstanding any other provision of the law, the county administrator shall be responsible for the submission of the annual budget to the board.

(6) QUALIFICATIONS FOR APPOINTMENT. The county administrator shall be appointed solely on merit. In appointing the county administrator, the board shall give due regard to training, experience, administrative ability and general qualifications and fitness for performing the duties of the office, and no person shall be eligible to the office of county administrator, who is not by training, experience, ability and efficiency qualified and generally fit to perform the duties of such office. No weight or consideration shall be given by the board to residence, to nationality, or to political or religious affiliations.

(7) REMOVAL. The board may remove the county administrator at any time that the county administrator's conduct of the county administration becomes unsatisfactory, and engage a successor. The action of the board in removing the county administrator shall be final.

(8) VACANCY, HOW FILLED. A vacancy in the office of the county administrator by reason of removal, resignation or other cause, shall be filled by appointment by majority vote of the board.

History: 1983 a. 192 ss. 118, 303 (2); 1985 a. 29, 176; 1989 a. 273; 1991 a. 316; 1995 a. 201 s. 102; Stats. 1995 s. 59.18; 2017 a. 207, s. 5.

A county board can abolish the office of county administrator by majority vote. 61 Atty. Gen. 322.

Sub. (2) (h) transfers the authority to supervise the administration of county departments from boards and commissions to department heads appointed by the county administrator. Sub. (2) therefore entirely negates s. 59.70 (2) insofar as it provides that the board may "employ" a system manager. In a county with a county administrator, the solid waste management board is purely an advisory body to the county administrator and to the county board and a policy-making body for the solid waste management department as a whole. OAG 1–12.

59.19 Administrative coordinator. In any county which has not created the office of county executive or county administrator, the board shall designate, no later than January 1, 1987, an elected or appointed official to serve as administrative coordinator of the county. The administrative coordinator shall be responsible for coordinating all administrative and management functions of the county government not otherwise vested by law in boards or commissions, or in other elected officers.

History: 1985 a. 29; 1995 a. 201 s. 103; Stats. s. 59.19.

A sitting member of a county board must resign the office of supervisor before being appointed to the permanent position of county administrative coordinator under this section. OAG 1–11.

59.20 County offices and officers. (1) ELIGIBILITY FOR COUNTY OFFICE. No person may file nomination papers as a candidate for, have his or her name placed on a ballot for election to, or hold a county elective office who is not an elector of the county. No person may file nomination papers as a candidate for, have his or her name placed on a ballot for election to, or hold the office of county supervisor who is not an elector of the supervisory district from which he or she is chosen.

(2) COUNTY OFFICERS; TERMS. (a) Beginning in 2008 and quadrennially thereafter, a register of deeds, county clerk, and county treasurer shall be chosen at the general election by the electors of each county for the term of 4 years. Except as provided in this paragraph, beginning in 2008 and quadrennially thereafter, a surveyor shall be chosen at the general election by the electors of each county in which the office of surveyor is filled by election, for the term of 4 years. No surveyor shall be elected in counties having a population of 750,000 or more. The regular term of office of each register of deeds, county clerk, county treasurer, and county surveyor shall commence on the first Monday of January next succeeding his or her election and shall continue 4 years and until his or her successor qualifies.

(am) Beginning in 2012 and quadrennially thereafter, a comptroller shall be chosen at the spring election by the electors of each county having a population of 750,000 or more for the term of 4 years. The regular term of office of each comptroller shall commence on the 3rd Tuesday in April next succeeding his or her election and shall continue 4 years and until his or her successor qualifies.

(b) Beginning in 2006 and quadrennially thereafter, a sheriff shall be chosen at the general election by the electors of each county for the term of 4 years. Except as provided in this paragraph, beginning in 2006 and quadrennially thereafter, a coroner shall be chosen at the general election by the electors of each county in which there is a coroner, for the term of 4 years. No coroner shall be elected in counties having a population of 750,000 or more or in counties in which a medical examiner system is instituted. The regular term of office of each sheriff and coroner shall commence on the first Monday in January next succeeding his or her election and shall continue 4 years and until his or her successor qualifies.

(bm) Beginning in 2006 and quadrennially thereafter, a clerk of circuit court shall be chosen at the general election for the term of 4 years by the electors of each county, subject to removal as provided by law. The regular term of office of each clerk of circuit court shall commence on the first Monday of January next succeeding his or her election and shall continue 4 years and until his or her successor qualifies.

(c) In counties that elect a surveyor, the surveyor shall be a professional land surveyor. In lieu of electing a surveyor in any county having a population of less than 750,000, the board may, by resolution, designate that the duties under ss. 59.45 (1) and 59.74 (2) be performed by any professional land surveyor employed by the county. Any surveyor employed by a county having a population of 750,000 or more shall be a professional land surveyor.

(d) Except as provided in par. (b), in any county containing one town only, the county board may, by resolution, designate any county office a part-time position, combine 2 or more county

ance with sub. (4) and ss. 16.61 (3) (c) and 19.21 (5) unless preservation is required by law.

(b) Any copy of a county record generated from optical imaging or electronic formatting of an original record is considered an original record if all of the following conditions are met:

1. The devices used to transform the record to optical disc or electronic format and to generate a copy of the record from optical disc or electronic format are ones that accurately reproduce the content of the original.

2. The optical disc or electronic copy and the copy generated from optical disc or electronic format comply with the minimum standards of quality for such copies, as established by the rule of the department of administration under s. 16.612.

3. The record is arranged, identified, and indexed so that any individual document or component of the record can be located with the use of proper equipment.

4. The legal custodian of the record executes a statement of intent and purpose describing the record to be transferred to optical disc or electronic format and the disposition of the original record, and executes a certificate verifying that the record was received or created and transferred to optical disc or electronic format in the normal course of business and that the statement of intent and purpose is properly recorded in his or her office.

(c) The statement of intent and purpose executed under par. (b) 4. is presumptive evidence of compliance with all conditions and standards prescribed under par. (b).

(d) A copy of a record generated from an original record stored on an optical disc or in electronic format that conforms with the standards prescribed under par. (b) shall be taken as, stand in lieu of, and have all of the effect of the original record and shall be admissible in evidence in all courts and all other tribunals or agencies, administrative or otherwise, in all cases where the original document is admissible. A transcript, exemplification, or certified copy of such a record so generated, for the purposes specified in this paragraph, is deemed to be a transcript, exemplification, or certified copy of the original. An enlarged copy of any record so generated, made in accordance with the standards prescribed under par. (b) and certified by the custodian as provided in s. 889.18 (2), has the same effect as an actual-size copy.

(15) **PRINTING IN LOCAL TAX ROLLS, ETC.** The board may provide for the printing in assessment rolls and tax rolls and on data cards for local municipal officials, the descriptions of properties and the names of the owners thereof, but no municipality shall be subject to any tax levied to effect these functions where the municipality provides its own printing for the functions.

(16) **PAYMENTS IN LIEU OF TAX.** The board may:

(a) *Institutions, state farms, airports.* Appropriate each year to any municipality and school district in which a county farm, hospital, charitable or penal institution or state hospital, charitable or penal institution or state-owned lands used for agricultural purposes or county or municipally owned airport is located, an amount of money equal to the amount which would have been paid in municipal and school tax upon the lands without buildings, if those lands were privately owned. The valuation of the lands, without buildings, and computation of the tax shall be made by the board. In making the computation under this paragraph, lands on which a courthouse or jail are located and unimproved county lands shall not be included.

(b) *County veterans housing.* 1. If a county has acquired land and erected on that land housing facilities for rent by honorably discharged U.S. veterans of any war and the land and housing facilities are exempt from general taxation, appropriate money and pay to any school district or joint school district wherein the land and housing facilities are located a sum of money which shall be computed by obtaining the product of the following factors:

a. The tax rate for school district purposes of the school years for which the payment is made.

b. The ratio of the assessed valuation to the equalized valuation of the municipality in which the school district lies, multiplied

by the actual cost incurred by the county for the acquisition of the land and improvements on the land used for such purposes.

2. In case of a joint school district, computation shall be made on the basis of the valuation of the several municipalities in which the school district lies. If school buildings are inadequate to accommodate the additional school population resulting from the county veterans housing program, and the school district cannot legally finance the necessary increased facilities, the board may appropriate money and grant assistance to the school district but the assistance shall be used solely to finance the purchase of land and the erection and equipment of the necessary additional facilities.

(17) **RETURN OF RENTS TO MUNICIPALITIES.** The board may return to municipalities all or any part of rent moneys received by the county under leases of county-owned lands.

(18) **RETURN OF FOREST INCOME TO TOWNS.** The board may return and distribute to the several towns in the county all or any part of any money received by the county from the sale of any product from county-owned lands which are not entered under the county forest law under s. 28.11.

(19) **DONATIONS, GIFTS AND GRANTS.** The board may accept donations, gifts or grants for any public governmental purpose within the powers of the county.

(20) **SHERIFF'S FAMILY PENSION.** The board may appropriate money to the family of any sheriff or sheriff's deputies killed while in the discharge of official duties.

(21) **COUNTY COMMISSIONS.** Except in counties having a population of 750,000 or more, the board may fix and pay the compensation of members of the county park commission and the county planning and zoning commission for attendance at meetings at a rate not to exceed the compensation permitted supervisors.

(22) **COUNTY BOARDS' ASSOCIATION.** By a two-thirds vote, the board may purchase membership in an association of county boards for the protection of county interests and the furtherance of better county government.

(23) **PURCHASE OF PUBLICATIONS.** The board may purchase publications dealing with governmental problems and furnish copies thereof to supervisors, officers and employees.

(24) **PARKING AREAS.** The board may enact ordinances establishing areas for parking of vehicles on lands owned or leased by the county; for regulating or prohibiting parking of vehicles on such areas or parts of such areas, including, but not limited to, provision for parking in such areas or parts thereof for only certain purposes or by only certain personnel; for forfeitures for violations thereof, but not to exceed \$50 for each offense; and for the enforcement of such ordinances.

*(25) **ADVISORY AND CONTINGENT REFERENDA.** The board may conduct a countywide referendum for advisory purposes or for the purpose of ratifying or validating a resolution adopted or ordinance enacted by the board contingent upon approval in the referendum.

(26) **TRANSCRIPTS.** The board may procure transcripts or abstracts of the records of any other county affecting the title to real estate in such county, and such transcripts or abstracts shall be prima facie evidence of title.

(27) **BAIL BONDS.** The authority of the board to remit forfeited bond moneys to the bondsmen or their heirs or legal representatives, where such forfeiture arises as a result of failure of a defendant to appear and where such failure to appear is occasioned by a justifiable cause, is hereby confirmed.

(28) **COLLECTION OF COURT IMPOSED PENALTIES.** The board may adopt a resolution authorizing the clerk of circuit court, under s. 59.40 (4), to contract with a debt collector, as defined in s. 427.103 (3), or enter into an agreement with the department of revenue under s. 71.93 (8) for the collection of debt.

(29) **PUBLIC WORK. HOW DONE; PUBLIC EMERGENCIES.** (a) All public work, including any contract for the construction, repair, remodeling or improvement of any public work, building, or fur-



DODGE COUNTY SHERIFF'S OFFICE

Dale J Schmidt Sheriff Scott Mittelstadt Chief Deputy

MEMO

Date: May 17, 2018

To: Dodge County Executive Committee

From: Christine Churchill, Communications Lt

Subject: Spillman Users Conference Request for Out of State Travel

The Spillman User's Conference will be held from November 10th – 15th, in Salt Lake City Utah. The Conference is a vital tool for continued success of our Spillman Cad and RMS software program.

This year's Summit provides hands-on training experiences through in-depth certification and lab courses as well as hundreds of hours of educational courses designed for a variety of roles including technical administrators, call takers, dispatchers, records and correction personnel, analysts, patrol, command staff, and more. During the conference, there will be new product demonstrations, discussions about the direction of future products, and great networking opportunities.



We are respectfully requesting to send Communications Sgt Jeramy Grossman and Corrections Cpl Art Elsner to the Conference. The expenses will come from budgeted training funds.

Approximate Expenses:

- | | |
|--------------|-----------|
| • Conference | \$1890.00 |
| • Flights | \$1000.00 |
| • Lodging | \$2500.00 |
| • Total | \$5390.00 |

AN ORDINANCE REPEALING AND RECREATING CHAPTER 6 – EMERGENCY MANAGEMENT, OF THE CODE OF ORDINANCES, DODGE COUNTY, WISCONSIN, AND AMENDING CHAPTER 30 – CONSTRUCTION AND EFFECT OF ORDINANCES, OF THE CODE OF ORDINANCES, DODGE COUNTY, WISCONSIN, TO AMEND SECTION 30.04(4)(b), SCHEDULE OF DEPOSITS, TO SET FORTH A DEPOSIT SCHEDULE.

WHEREAS, Chapter 6 of the Dodge County Code of Ordinances, as currently enacted, is based on Chapter 166, of the Wisconsin Statutes, which was repealed and renumbered by the Wisconsin State Legislature by 2009 Wis. Act 42; and,

WHEREAS, Chapter 323, of the Wisconsin Statutes, was created by the Wisconsin State Legislature by 2009 Wis. Act 42 to replace Chapter 166, of the Wisconsin Statutes, and to modernize prior Emergency Management policy and procedures; and,

WHEREAS, pursuant to Section 323.14(1), of the Wisconsin Statutes, the Dodge County Board of Supervisors is required to develop and adopt an Emergency Management plan and program that is compatible with the State Plan of Emergency Management; and,

WHEREAS, Chapter 6 of the Dodge County Code of Ordinances, as currently enacted, is no longer compatible with the State Plan of Emergency Management; and,

WHEREAS, Section 30.04(1), of the Code of Ordinances, Dodge County, Wisconsin, requires a forfeiture for a conviction for a violation of any of the ordinances; and,

WHEREAS, Section 30.04(4)(b), of the Code of Ordinances, Dodge County, Wisconsin, sets forth the schedule of deposits required for various ordinance violations, including ordinances with a statutory counterpart; and,

WHEREAS, a deposit must be created for a violation of the Code of Ordinances, Dodge County, Wisconsin, for inclusion in Section 30.04(4)(b), of the Code of Ordinances, Dodge County, Wisconsin;

SO NOW, THEREFORE,

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF DODGE DOES ORDAIN AS FOLLOWS:

Section 1. Chapter 6 of the Code of Ordinances, Dodge County, Wisconsin, is hereby repealed and recreated to read as follows:

Chapter 6

EMERGENCY MANAGEMENT*

GENERAL PROVISIONS

- 6.01 Definitions
- 6.02 Purpose

EMERGENCY MANAGEMENT ORGANIZATION

- 6.05 Lines of succession for emergency declarations
- 6.06 Emergency declarations and powers
- 6.07 Emergency management committee designated; serve in advisory capacity to director and county board
- 6.08 Emergency management director
- 6.09 Utilization of resources and facilities; responsibilities and action of department personnel
- 6.10 Local Emergency Planning Committee (LEPC)
- 6.11 County emergency response plan
- 6.12 Incident command system
- 6.15 Obstruction of Emergency Services

ENFORCEMENT

- 6.20 Violations-Penalties

***Editor's Note** – The Dodge County Strategic Plan for Emergency Response is published separately and adopted herein by reference as part of this Code of Ordinances.

GENERAL PROVISIONS

6.01 DEFINITIONS.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (1) **ADJUTANT GENERAL.** The adjutant general of the state department of military affairs.
- (2) **ADMINISTRATOR OF EMERGENCY MANAGEMENT.** The administrator of the division of emergency management of the state.
- (3) **DISASTER.** A severe or prolonged, natural or human-caused, occurrence that threatens or negatively impacts life, health, property, infrastructure, the environment, that exceeds the county's capability to respond to or provide the adequate resources or support and may require the additional assistance from state and federal agencies or traditional mutual aid partners.
- (4) **EMERGENCY.** A severe or prolonged, natural or human-caused, occurrence that threatens or negatively impacts life, health, property, infrastructure, the environment, the security of this county or a portion of this state.
- (5) **EMERGENCY MANAGEMENT.** All measures undertaken by or on behalf of the county and its subdivisions to do any of the following:
 - (a) Prepare for and minimize the effect of a disaster or the imminent threat of a disaster.
 - (b) Make repairs to or restore infrastructure or critical systems that are destroyed or damaged by a disaster.
- (6) **EMERGENCY MANAGEMENT DIRECTOR.** The head of the county emergency management department, who shall, in addition to fulfilling departmental responsibilities, provide direction and control of emergency management during times of emergency or disaster.
- (7) **INCIDENT COMMAND SYSTEM (ICS).** A functional management system established to control, direct and manage the roles, responsibilities and operations of all the agencies involved in a multi-jurisdictional or multi-agency emergency response.
- (8) **MANAGEMENT.** An organized effort to mitigate against, prepare for,

respond to and recover from an emergency.

- (9) NATIONAL INCIDENT MANAGEMENT SYSTEMS (NIMS). A system that provides a consistent nationwide approach for federal, state, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity.

6.02 PURPOSE.

- (1) The purpose of this article is to prepare the county and its subdivisions to cope with emergencies resulting from a disaster, or the imminent threat of a disaster, and to establish protocol for emergency management conferring certain powers and duties upon the county board and others specified in this article.
- (2) Unless otherwise specified by law, the role of any county department or agency, including the emergency management department, in an emergency declared under this article, is to assist local units of government and local law enforcement agencies in responding to a disaster or the imminent threat of a disaster.

EMERGENCY MANAGEMENT ORGANIZATION

6.05 LINES OF SUCCESSION FOR EMERGENCY DECLARATIONS.

- (1) DESIGNEES ESTABLISHED. If because an emergency condition exists and the full county board is unable to meet with promptness, the county board has established individual designees in line of succession for proclaiming an emergency or disaster in the county.
- (2) EXERCISE OF COUNTY BOARD POWERS SUBJECT TO PENDING DISASTER. The line of succession designees shall be allowed, by proclamation, to exercise all of the powers of the county board which appear necessary as the result of an emergency or disaster. Any proclamations so declared shall be subject to ratification, alteration, modification or repeal by the county board as soon as it can meet.
- (3) COUNTY BOARD CHAIRPERSON. The chairperson of the county board is empowered to declare an emergency, as emergency is defined in this chapter.
- (4) ALTERNATES.
 - (a) In the of absence of the chairperson, alternates in the line of succession are as follows:
 - 1. The county board first vice-chairperson.

2. The county board second vice-chairperson.

6.06 EMERGENCY DECLARATIONS AND POWERS.

(1) DECLARATION BY COUNTY BOARD.

- (a) The county board may, under Wis. Stats. § 323.11, declare, by resolution, an emergency existing within the county whenever conditions arise by reason of a disaster or an imminent threat of a disaster, as defined in this chapter, which exists or is likely to exist.
- (b) A state of emergency shall not exceed 60 days, unless the state of emergency is extended by resolution of the board. The existing declaration of emergency may be revoked at the discretion of the county board by resolution.

(2) POWERS OF EMERGENCY MANAGEMENT DIRECTOR. During a state of emergency declared by the governor or the county board, the county emergency management director may obtain supplies, equipment, and services or contract with any person to provide equipment and services on a cost basis to be used to respond to a disaster or the imminent threat of a disaster.

(3) INITIAL EMERGENCY MEASURES. All emergency measures taken by the emergency management director prior to the issuance of an official proclamation of emergency, or prior to any decision of the county board not to issue such proclamation, shall be legal and binding upon the county.

(4) EMERGENCY POWERS OF COUNTY BOARD CHAIRPERSON. In the event of a local emergency or the proclamation of a state of emergency by the governor, the county board chairperson or, when applicable, his alternate, is empowered as follows:

- (a) If because disaster conditions exist or are likely to exist and the county board is unable to meet promptly, the county board chairperson may exercise, by proclamation, a local state of emergency. The proclamation shall be subject to ratification, alteration, modification, or repeal by resolution as soon as the county board can meet.
- (b) Whatever is necessary and expedient for the health, safety, protection, and welfare of persons and property within the county in the emergency; including the power to bar, restrict, or remove all unnecessary traffic from the highways, notwithstanding any provision of Wis. Stats. chs. 341 to 349 and their succession chapters.
- (c) To facilitate recovery following a disaster, the County Board Chairperson, or when applicable his alternate, may suspend required permits, price controls, or

other restrictions pursuant to the authority granted under § 323.14(3)(4), § 59.03 and § 59.04, Wis. Stats.

- (5) EXPENDITURES. Any expenditure made in connection with such emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the county.
- (6) EMERGENCY BIDDING. In a formally declared County emergency, the director of emergency management may proceed with the emergency bidding process, such that the needs of the community in a county-declared disaster may be met in a timely manner while still complying with the federal guidelines for competitive purchasing, as follows:
 - (a) Release requests for contractors in the most expeditious form of legal notice.
 - (b) Close period for response to request no less than three days after the public notice.
 - (c) Review of responses for price and quality.
 - (d) Selection of successful bidder.
 - (e) Award of contract.
- (7) MUNICIPALITY PARTICIPATION IN EMERGENCY BIDDING. In a formally declared County emergency, in order to achieve economies of scale or to simplify the bidding process, municipalities may submit a written letter to the head of emergency management, requesting that the County hire contractors on the municipality's behalf, as part of the County's emergency bidding process in subd. (6). The municipality shall remain responsible for the cost of its portion of the awarded contract, unless a written agreement on the payment of costs of the contract is entered into between the municipality and county prior to the awarding of the contract.
- (8) EMERGENCY HIRING. In a formally declared County emergency, the County may implement an expedited hiring process. The intent of this process is to bring into County service temporary employees that may be needed on a limited-term basis specifically to aid in the recovery from a County declared disaster without regard to current hiring processes in place by resolution, ordinance, policy, or collective bargaining agreements during the declared event.
- (9) APPLICANT'S AGENT. The County Emergency Management Director shall have the authority to execute, for and on behalf of the County, applications, assurances and agreements as and for emergency federal financial assistance available through the Federal Emergency Management Agency, the Department of Housing and Urban Development, the

President's Disaster Relief Fund and other resources. The Director shall be referred to in this capacity as "the applicant's agent." The authority granted to the said Director in this section shall be subject to the Director's securing prior approval for her/his actions from the Emergency Management Committee except where the nature of the emergency, disaster or enemy action is such as to create an exigency which requires the immediate execution of the aforesaid duties in light of applicable federal standards.

6.07 EMERGENCY MANAGEMENT COMMITTEE DESIGNATED; SERVE IN ADVISORY CAPACITY TO DIRECTOR AND COUNTY BOARD.

The executive committee is designated as the emergency management committee pursuant to Wis. Stats. § 323.14. The executive committee shall be an advisory and planning group and shall advise the county emergency management director and the county board on all matters pertaining to emergency management. It shall meet upon the call of the chairperson.

6.08 EMERGENCY MANAGEMENT DIRECTOR.

- (1) APPOINTMENT; COMPENSATION; ENTITLEMENT PRIVILEGES. The emergency management director shall be appointed by the County Administrator subject to approval by the county board. Compensation for the emergency management director shall be established by the county board and shall be considered to be an employee of the county not under civil service, and shall be entitled to all of the rights, privileges and benefits that county employees have. The emergency management director shall report to the county emergency management committee.
- (2) DUTIES AND RESPONSIBILITIES. The duties and responsibilities of the emergency management director, pursuant to Wis. Stats. § 323.15, shall be to:
 - (a) Develop and promulgate emergency management plans for the county, including planning in conjunction with municipalities consistent with the state plan of emergency management.
 - (b) Coordinate and assist in the development of municipal emergency management plans within the county and integrate such plans with the county plans.
 - (c) Direct the county emergency management programs.
 - (d) Direct countywide emergency management training and exercises.
 - (e) Provide county and municipal agencies with the information necessary to aid each entity with complying with the NIMS requirements.

- (f) Develop and maintain effective relationships with government, private and voluntary agencies with interests within the County.
 - (g) Develop and implement public information and public relations activities.
 - (h) Advise the state director of all emergency management planning for the county and render such reports as may be required by the state director.
 - (i) Direct and coordinate all county and municipal emergency management activities throughout the county, during a state of emergency.
 - (j) Perform such other duties relating to emergency management as may be required by the county board.
 - (k) Act as Administrative Coordinator of the Dodge County Hazardous Materials Response Team (HAZMAT).
 - (l) Act as the emergency information coordinator and community emergency coordinator for the Dodge County Local Emergency Planning Committee (LEPC), until such time as that committee has revoked those responsibilities.
- (3) In the event the county emergency management director is absent, the county emergency management deputy director shall assume all duties and responsibilities of the emergency management director until the emergency management director is available.

6.10 UTILIZATION OF RESOURCES AND FACILITIES; RESPONSIBILITIES AND ACTION OF DEPARTMENT PERSONNEL

- (1) **POLICY.** In preparing and executing the Emergency Management Program, the services, equipment, supplies and facilities of the existing departments and agencies of the County shall be utilized to the maximum extent practicable; and the heads and personnel of all such departments and agencies are directed to cooperate, and extend such services and facilities as are required of them.
- (2) **RESPONSIBILITY.** In order to assure that in an emergency all of the facilities of the existing County government are expanded to the fullest to meet such emergency, department and agency heads assigned to specific responsibilities and Emergency Support Functions under the County Emergency Response Plan will fulfill emergency and non-emergency duties as prescribed in the plan, including reporting to the Emergency Operations Center to carry out assigned duties.
- (3) **CONTINUITY OF OPERATIONS.** In the event that the emergency prevents the utilization of existing county facilities, the County Board shall take actions to designate temporary

locations for government operations.

- (a) The County Board may meet at any place within or without the territorial limits of the county on the call of the County Board Chair or the alternate in the line of succession as provided in § 6.05(4). The County Board shall establish and designate, by ordinance, resolution or other manner, alternate or substitute sites or places as the emergency temporary locations for regular government operations. If practicable, regular government operations shall take place at the sites or places designated as the emergency temporary locations of government in the current emergency management plan, such as the continuity of government/continuity of operations plan.
- (b) While the public business is being conducted at an emergency temporary location, the County Board and other officers of the county shall have, possess and exercise, at such location, all of the executive, legislative, administrative and judicial powers and functions conferred upon the Board and officers under state law. All government powers and functions, except judicial, may be exercised in light of the requirements of the emergency situation without regard to or compliance with time-consuming procedures and formalities prescribed by law and pertaining thereto. All acts of the County Board and officers shall be valid and binding as if performed within the territorial limits of their county, town or municipality.

6.11 COUNTY EMERGENCY RESPONSE PLAN.

- (1) DEVELOPMENT AND MAINTENANCE. Under the direction of the county board, the emergency management director shall be responsible for ensuring the development and maintenance of the county emergency response plan, which shall provide for the effective mobilization of all of the resources of the county, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, and staff of the emergency organization.
- (2) COMPLIANCE. The plan shall comply with applicable local, state and federal planning criteria. The plan shall contain an analysis of the risks faced by the county, assign functional responsibilities to county agencies/departments and personnel, and assign lines of succession for the members of the emergency organization.
- (3) FUNCTIONAL ASSIGNMENTS. The plan shall include the functions assigned to county agencies or departments and it shall be the responsibility of each agency director/department head to develop and maintain an agency/department plan to fulfill the roles and responsibilities in the county emergency response plan and appoint coordinators who shall report to the emergency operations center and carry out assigned duties, as appropriate.

6.12 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)/INCIDENT COMMAND SYSTEM.

Dodge County will comply with the National Incident Management Systems (NIMS) requirement in all phases (i.e., mitigation, preparedness, response, recovery) of its emergency management program, as detailed by the federal and state government, in order to facilitate an effective and coordinated emergency management system and in order to remain eligible for grant funding. As part of becoming compliant with the NIMS, Dodge County adopts the approved Incident Command System (ICS) for use in emergency management plans and in all emergency operations, which includes all response agencies, including local health departments.

6.15 OBSTRUCTION OF EMERGENCY SERVICES.

- (1) It shall be unlawful for any person, association, corporation, or entity to hinder, obstruct, delay, or sabotage the response or attempted response of the Director, or any member of the Emergency Management Organization, engaged in emergency management activities authorized under this chapter.
- (2) It is unlawful for any person to willfully obstruct, hinder or delay any member of the Emergency Management Organization in the enforcement of any order, rule, regulation or plan issued pursuant to this chapter, or to any act forbidden by any order, rule, regulation or plan issued pursuant to the authority contained in this chapter.
- (3) It shall be unlawful for any person to violate any rule, order, regulation, or plan issued in an emergency under the lawful authority of this Chapter or Wis. Stat. Ch. 323.
- (4) In addition to any other individual or agency authorized by law to issue a citation, the Emergency Management Director is hereby authorized to issue citations for violations of this Section.

ENFORCEMENT

6.20 VIOLATION – PENALTIES.

- (1) In addition to any other individual or agency authorized by law to issue a citation, the Emergency Management Director is hereby authorized to issue citations for violations of this Section.
- (2) Except as otherwise provided, any person, association, corporation, or entity found to be in violation of any provision of this Chapter shall be subject to penalty as provided in Section 30.04 of this Code of Ordinances.

Section 2. Section 30.04(4)(b), of the Code of Ordinances, Dodge County, Wisconsin, is hereby amended to add a deposit of \$250.00, plus all applicable assessments and costs for a violation of Chapter 6 of the Code of Ordinances, Dodge County, Wisconsin.

Section 3. This Ordinance shall be in full force and effect upon enactment and publication as required by law.

Section 4. All ordinances or parts of ordinances inconsistent with or in contradiction of the provisions of this Ordinance are hereby repealed.

Respectfully submitted this 19th day of August, 2014.

Dodge County Executive Committee:

Russell Kottke

Russell Kottke

David Frohling

David Frohling

Joseph Marsik

Joseph Marsik

Jeff Berres

Jeff Berres

Donna Maly

Donna Maly

MaryAnn Miller

MaryAnn Miller

Harold Johnson

Harold Johnson

Enacted and approved this 19th day of August, 2014.

ADOPTED
BY DODGE COUNTY BOARD

AUG 19 2014

AYES 33 NOES 0
ABSENT 0
ABSTAIN 0

Karen J. Gibson
County Clerk

Russell Kottke

Russell Kottke, Chairman

Dodge County Board of Supervisors

Karen J. Gibson

Karen J. Gibson, County Clerk

Justification for New Employee in 2019

2007 & Prior EM Department

July 2003 Created EM Director Position
November 2004 created .28 full time position of "volunteer coordinator" for 1/1/05 - 12/31/05 funded by Citizen Corps Grant
Sept. 2006 Created Full-Time Deputy
& reduced Typist III to less than 20

Job Description in 2006 same as 2018 for Director - percentages of EMPG/EPCRA vastly differ

EMPG Grant \$ 33,438 Redistribution (\$6,598)
EPCRA Grant \$ 28,468

Dodge County Duties

Pay Department Invoices

Attend Oversight Committee - Executive & County Board

Prepare Department Budget

Plan of Work Requirements - Per 2006 POW

Planning

Update Basic Plan & 17 Annexes in County EOP
Update County HAZARD Analysis or Hazard Mitigation Plan
Update EPCRA County-wide Hazardous Mat/Strategic Plan
Update EPCRA Plans - 8 Per Year
Develop new EPCRA Plans - as needed
LEPC Requirements
Conduct meetings - 4 dates
Update LEPC By-Laws

Current 2018 Status of EM Department

Currently 2 positions - Exempt

Typist III position cut in

Job Description in 2006 same as 2018 for Director - percentages of EMPG/EPCRA vastly differ

EMPG Grant \$ 62,142 Redistribution \$12,900 (2016)
EPCRA Grant \$ 29,538

Dodge County Duties

Pay Department Invoices

Pay Department Purchase Cards

Attend Oversight Committee - Executive & County Board

Attend Management Council Meetings

Attend Court Security Meetings

Prepare Department Budget

Attend Budget Hearing Meetings

ERP Implementation - 2017 - ?

Plan of Work Requirements

Planning

Update Basic Plan and 15 ESF's in County ERP
Update HAZARD Mitigation Plan - Every 4 years per FEMA
Update EPCRA County-wide Hazardous Mat/Strategic Plan
Update EPCRA Plans - Between 14 - 21 per year
Develop new EPCRA Plans - as needed - Average 1 per year
LEPC Requirements
Conduct meetings - 4 dates

Currently
Assigned

Future
Assigned

EPCRA
Formula =
60% number
of planning
facilities +
15% number
reporting
facilities +
25%
population

EMPG Formula =
\$12,000 base + 75%
population + 25%
geographical size

Amy
Amy
Amy
Amy
Amy
Amy
Amy
Amy

Amy
Amy
Amy
Amy
Amy
Amy
Amy
Amy

Joe
CONSULTANT/GRANT
Joe
Joe
Joe
Joe
Joe

NEW
CONSULTANT/GRANT
Joe
Joe
Joe
Joe
Joe

Update Membership Lists	Update LEPC By-Laws	Joe	Joe
HAZMAT Response Reimbursement	Update Membership Lists	Joe	Joe
Designate LEPC Inspector	HAZMAT Response Reimbursement	Joe	Joe
Publish Annual EPCRA Notice	Designate LEPC Inspector	Joe	Joe
<u>Training</u>	Publish Annual EPCRA Notice	Joe	Joe
Listed and attended as possible	<u>Training</u>		
	Minimum Required EM Training - All Complete as both are Certified	ALL	ALL
	But try to attend at least 2 trainings annually	ALL	ALL
	EMI/Independent Study - As Needed		
	Other Training Venue - Get training "grants" to bring in at least ICS-300 & ICS-400 annually	Army/New	Army/New
	Offer/Conduct other relevant trainings -		
	Marsh Protection 2013 - 2015 Horizon,		
	Mud Lake Booming 2017,		
	RTF (offered 9 times in 2017 - 5 were Saturdays),		
	ASIM 2017,		
	Search & Rescue 2017,		
	Stop the Bleed (2018),		
	REACT Rail Care Training 2016,		
	PID Training - 2008 & 2016,		
	Grain Bin Safety 2009,		
	Farm Rescue 2010,		
	EOC Training 2008	ALL	ALL
	Conferences -		
	Annual Governor's Conference,		
	WEMA Conference (planned by us a WEMA Committee),		
	Annual All-Hands Meeting,		
	WI Training and Exercise Planning Workshop,		
	WHAMR (optional)	ALL	ALL
<u>Exercising</u>			
		** Note - Series means Tabletop, Functional, and Full-Scale	
		3 exercises are conducted in a series	
As Scheduled	<u>Exercising</u>		
	Minimum of 3 annual EMPG or EPCRA workshops/drills/tabletop/functional/full-scale, at least 1 HSEEP Compliant		
	2018 Full-Scale Exercise <u>Series</u> - Dodge County Courthouse Active Shooter		
	2016 Full-Scale Exercise <u>Series</u> - City of Watertown/Dodge/Jefferson Train Derailment		
	2013 Full-Scale Exercise <u>Series</u> - Hustisford High School Active Shooter		
	2016 & 2015 COOP Tabletop & Functional Exercise	ALL	ALL
	4 year EPCRA cycle - with 2 exercises within the 4 year cycle - may use an actual event with an AAR in lieu of an exercise		
	2017 Full-Scale Grande - Lomita EPCRA Exercise		
	2014 Full-Scale Exercise <u>Series</u> - Columbus Chemical with Columbia County		
	2009 Actual Event at Columbus Chemical - AAR submitted for credit	ALL	ALL

Outreach

Tornado Awareness - 3 or more activities
EPCRA Outreach Campaign - 3 or more activities
Individual Disaster Plan Campaign - 3 or more activities

Disaster

As needed

Waupun Tornado
2006 Randolph Flooding

****NOTE - In the past several years, Dodge county has completed at least the 3 exercises minimum & several for "extra credit"

Outreach

Tornado & Severe Weather Awareness - 3 or more activities
EPCRA Outreach Campaign - 3 or more activities
Additional Outreach Campaign (up to each County what to do) - 3 or more activities

Disaster

As needed

2008 Snow Declaration - FEDERAL
2008 Flooding - FEDERAL

2008 Columbus Chemical Fire - Local Emergency with Federal, State, Local Response
2011 Groundhogs Day Snow Declaration - FEDERAL
2014 Propane Shortage Dodge County Emergency
2015 Straight Line Wind Event - Columbus - Clyman - WI Disaster Fund
2016 Boys Lost in Mine - Local Emergency with Local & State Response
2016 City of Mayville Flooding- September

2018 Beaver Dam Knaup Drive Explosion - Federal, State & Local Response - WI Disaster Fund
EM now writes AAR Reports for events as requested - 2016 Mine Rescue, 2016 Officer Involved Shooting & 2018 BD Explosion

These Reports take in excess 80 hours to produce documentation

Given several state presentations on the 2016 Mine Rescue (WEMA, MABAS) & Expected for 2018 BD

Explosion

Meetings

Attend Regional Meetings

Additional Program Initiatives

Local Partnerships

Local Initiatives

Annual Dodge County COAD Meeting - EM founded the COAD in 2009 after floods
Dodge County Healthcare Coalition Meetings
City of Watertown Healthcare Coalition Meetings
School Administrator/Planning Meetings
Daycare Administrator Planning Meetings - 2018

Meetings

Dodge County Executive Law Enforcement Meetings - Monthly
Dodge County Fire Chiefs Association Meetings - Bi Monthly EVENINGS
Dodge County EMS Association Meetings - Quarterly EVENINGS
Regional/Statewide Healthcare Coalition Meetings
HAZMAT Meetings - Quarterly EVENINGS
CART Team & CART Coordinator Meetings - AS needed
SMART (LE Mutual Aid) Workgroup Meetings - As needed
Waupun & Fox Lake Community Relations board - Quarterly

____Annual Work Stoppage Meetings at Dodge County Prisons - WCI, DCI, FLCI

Municipal & Other Plans

Dodge County COOP Plan
All-Hazard Mitigation Plan - 4 year update cycle
Mass Fatality Plan - conjunction with ME
Mass Casualty Plan - conjunction with ME & PH
Mass Care Plan & FAST Team - conjunction with PH

ALL
ALL
ALL

NEW
Joe
ALL

Amy/Municipal
Amy/Municipal

Amy/Municipal
Amy/Municipal

Amy
Amy/Municipal
Amy
Amy/Municipal
Amy
Amy

Amy
Amy/Municipal
Amy
Amy/Municipal
Amy
Amy

Amy/Municipal

Amy/Municipal

ALL
Amy

ALL
Amy

ALL

ALL

Joe
ALL
Amy
Amy
Amy

NEW
Amy
Amy
Amy
Amy

Amy
ALL
ALL
ALL
Both
ALL
Amy
Both
Both

Amy
Amy
Amy
Joe
Amy/Joe
ALL
Amy
Amy
Amy
Amy

Amy
GRANT/CONSULTANT
Both
Both
Both

Amy
GRANT/CONSULTANT
NEW
NEW
NEW

Meetings

Attend Regional Meetings

EPCRA Database Reports - BI-Annually	Regional Planning		
	Interoperability Emergency Communication Planning	Joe	Joe
	WICAMS Credentialing - Print badges for responders county-wide & assist with setup	Joe	Joe
	Information Requests		
	Special Events - Annually	Amy	Amy
HMEP Planning Grant - Optional	NIMS Resources - As Requested	Amy	Amy
	EPCRA Database Updates - Annually	Both	Joe
	WebEOC		
	Register & use as needed for events	ALL	ALL
	<u>Other Grant Opportunities/Reporting</u>		
EMPG & EPCRA Grant Application & Close-out - Annually EMPG & EPCRA Grant Letter of Intent	PDM & HMEP Grants - As needed on 4 year cycle for All Hazard Mitigation Update - currently applying	GRANT/CONSULTANT	GRANT/CONSULTANT
	EPCRA Computer & Equipment Grant - Annual	Joe	Joe
	Homeland Security Exercise Grants - Used for each series of exercises (2014, 2016, 2017, 2018)	Amy	Amy
	EMPG & EPCRA Grant Application & Closeout - Annually	Amy	Amy

Central Communications

3 Tower Sites with 5 channels

Juneau, St. Helena, Beaver Dam

DOSO1, DOSO3, DOFIRE, DOPAGE, DOHWY

5 year plan & Homeland Security grant to add Fox Lake & Knowles

Central Communications

9 Tower sites with 7 channels

Juneau, St. Helena, Beaver Dam, Fox Lake, Knowles, Rubicon, Reeseville, Ashippun, Mayville

DOSO1, DOSO3, DOSO4, DOEMS, DOPAGE, DOFIRE, DOHWY

2012 Constructed Ashippun Tower, 4 year CIP plan for simulcast of 6 channels

Manage maintenance of 9 tower sites

Manage all contracts & funds from Co-Location

Amy/Dale M.

Amy/Dale M.

Both

Joe

HAZMAT

Apply & Manage EPCRA Computer & Equipment Grant

Team members considered Independent Contractors

2004 Gas Tanker Roll over Highway 41

HAZMAT

Apply & Manage EPCRA Computer & Equipment Grant

2016 the Independent Contractors were made Employees of Dodge County.

Approved for up to 30 part-time employees

Joe

Joe

Apply & Manage YEARLY 8-hour Refresher Grant for required NFPA training - Held on SATURDAY

Manage training & attendance policies for 30 part-time employees

Arrange for and run at least quarterly trainings/meetings - EVENINGS

2008 Highway 41 Paint Truck Fire

2010 Beaver Dam Chlorine Gas Cell, County E suspicious Death

2011 Vivid Image

2012 Michaels Incident, Sensient Incident

2014 Blue Ribbon Tank Incident, Highway P Rubicon Fuel Spill

2015 Highway 33 Klemm Tank Fire

2016 Fox Lake chemo spill, WCI White Powder Incident

2017 Highway V Accident

2018 Beaver Dam Knaup Drive Explosion

Joe

Joe

Amy

Amy

Both

Both

Both

Both

Both

Both

Both

Both

Both

Additional Duties

PIO Responsibilities for County Emergencies & Assist local's during incidents	Both	ALL
Manage Dodge County EM Facebook Page & Website	Joe	Joe
Answer e-mail/phone calls from public on general safety/emergency questions	Both	ALL
Manage & Maintain CodeRed contact database for dept heads & local expertise for depts	Joe	Joe
Maintain EM Vehicle Fleet - SUV, Truck, Mule, MCC	Joe	Joe
Sever Weather Updates - Dispatch/Driving for Tornado Warning, Monitoring NWS Chat, NWS Calls, Update department Heads,	ALL	ALL
Large County-wide Planning & Exercise Initiatives for Countywide Safety Plan:		
Schools - 2010 - 2014 & 2017 - 2018	Amy	Amy/NEW
Childcare - 2014 & 2018	Amy	Amy/NEW
Businesses - 2016 - On-going	Amy	Amy/NEW
Churches - ?	Future	Amy/NEW
Local EM's - currently update at mtgs/e-mail but would like to be able to hold meetings	Future	Amy/NEW
Presentations to groups		
Response Overviews - Mine Rescue, Columbus Chemical	Amy	Amy
County-wide Plans - Schools, Daycares,	Amy	Amy/NEW
HAZMAT - WI Trauma Symposium	Both	
EM Basics - WI Counties Assn., NWS	Amy	
WCA Judicial & Public Safety Committee	Amy	Amy
WEMA - President & Past President		
Attend IAEM Conference	Amy	Amy
Plan annual WEMA Conference	Both	ALL
Negotiate WEMA Conference Contract with Venues & put out RFQ	Both	Both
Arrange & Conduct Bi-Monthly WEMA Board Meetings & Semi Annual & Annual Meetings	Amy	Amy
Representative on the following state workgroups:		
PCW Workgroup	Amy	Amy
Comprehensive Response Workgroup	Amy	Amy
W/CAMS Workgroup	Joe	Joe
WISCOM RFP Workgroup	Joe	Joe
WHOPRS Workgroup	Amy	Joe

Saved - S Drive - County Board - 2018 June Resolutions as of 5/25/18

	Description	Date of Committee meeting	Committee(s)	Fiscal Note *	Status
1	Resolution Extending the Post Employment Health Plan	6/5/2018	Human Resources		Draft
2	Resolution Accepting Opioid Treatment Grant-Budget Amendment	6/6/2018	Human Services	y	Draft
3	Resolution Human Services Budget Amendment	6/6/2018	Human Services	y	
4	Report & Ordinance Rezone Town of Leroy Property	5/21/2018	Land Res & Parks	N	Final on File in Clerk's Office
5					
6					
7					
*The Resolutions with a Fiscal Note must go to the Finance Committee which meets on 6/12/18					



ERP Project Weekly Update

Accomplished

- PMO meeting (May 21)
 - ◊ We are waiting for the updated GFOA Amendment from Mike Mucha.
 - ◊ The records committee will meet in early June to discuss the retention policy, specifically electronic records / paper records, records requiring a “wet” signature.
- Chart of accounts meeting (May 21)
 - ◊ Lindsey Fulton and Adam Slade discussed the fund attributes with the functional leads.
- Status call with Tyler (May 21)
 - ◊ Lindsey will investigate the cost of the Tyler Munis Amendment for eProcurement.
 - ◊ Outlined the schedule/scenarios for the Limited Payroll sessions the week of June 4th.
 - ◊ The work order and inventory dates in SharePoint have been approved.
 - ◊ Answer the future state document populated by Mary (The yes/no document)
 - ◊ Arranged a conference call with Erin Becker and the Highway Department for Tuesday May 29th.
- ERP update to Management Council (May 22)
 - ◊ The Department Heads were informed that the ERP Project Team will review the new account structure with them over the next few months.
- Project Management call with Erin Becker (May 23)
 - ◊ Work on the current state tab in the workbooks before the Analysis Sessions.
- ERP Project internal meeting (May 25)
 - ◊ Adam will demonstrate to the project team how he uses the documents that he forwarded to the team on May 22.

Next Steps (Next Week)

- ◆ May 29, 8:30am—9:30am - Highway EAM Discussion with Erin Becker
- ◆ May 30, 8:30am—10:30am - Review Session - Project and Grant Accounting
- ◆ May 30, 8:30am - 4:30pm - Analysis Session - Project and Grant Accounting (UW Extension, Highway, & Physical Facilities)
- ◆ May 31, 8:30am - 4:30pm - Analysis Session - Project and Grant Accounting (Clearview, Human Services, Emergency Management, & Sheriff)
- ◆ June 1, 8:30am - 4:30pm - Analysis Session - Project and Grant Accounting (Land Resources and Parks, Land and Water Conservation, Child Support, & Information Technology)

Enterprise Resource Planning (ERP) Project Publication

Quick Calendar

May 25, 2018
Volume: 23



June 2018

SU	MON	TUE	WED	THU	FRI	SA
27	28	29	30 Project & Grant Accounting <u>All Day</u>	31 Project & Grant Accounting <u>All Day</u>	1 Project & Grant Accounting <u>All Day</u>	2
3	4 Employee Maintenance <u>All Day</u>	5 Salary & Benefits <u>All Day</u>	6	7	8	9
10	11	12 Purchasing <u>All Day</u>	13 Contract Management <u>AM Session</u> Accounts Payable <u>PM Session</u>	14 Accounts Payable <u>AM Session</u> Employee Expense <u>PM Session</u>	15 Student Activity <u>AM Session</u> Cash Management <u>PM Session</u>	16
17	18	19 Accounts Receivable <u>All Day</u>	20 Capital Assets <u>AM Session</u> General Ledger / Budget Conversion <u>PM Session</u>	21 Accounts Payable Conversion <u>AM Session</u>	22 Capital Assets Conversion <u>AM Session</u> Tyler Forms <u>PM Session</u>	23
24	25	26 Work Orders Highway Specific <u>All Day</u>	27 Work Orders Highway Specific <u>All Day</u>	28 Inventory <u>All Day</u>	29 Inventory Conversion <u>AM Session</u> Work Order Conversion <u>PM Session</u>	30

- May 30, 8:30am—10:30am - Review Session - Project and Grant Accounting (All Departments listed in the Analysis Sessions below)
- May 30, 8:30am - 4:30pm - Analysis Session - Project and Grant Accounting (UW Extension, Highway, & Physical Facilities)
- May 31, 8:30am - 4:30pm - Analysis Session - Project and Grant Accounting (Clearview, Human Services, Emergency Management, & Sheriff)
- June 1, 8:30am - 4:30pm - Analysis Session - Project and Grant Accounting (Land Resources and Parks, Land and Water Conservation, Child Support, & Information Technology)
- June 4, 8:30 am - 4:30 pm - Fundamentals Review - Limited Payroll/Employee Maintenance
- June 5, 8:30 am - 4:30 pm - Fundamentals Review - Limited Payroll/Salary and Benefits
- June 12, 8:30 am - 4:30 pm - Analysis Session - Purchasing
- June 13, 8:30 am - 12:00 pm - Analysis Session - Contract Management
- June 13, 1:00 pm - 4:30 pm - Analysis Session - Accounts Payable Session #1
- June 14, 8:30 am - 12:00 pm - Analysis Session - Accounts Payable Session #2
- June 14, 1:00 pm - 4:30 pm - Analysis Session - Employee Expense Reimbursement
- June 15, 8:30 am - 12:00 pm - Analysis Session - Student Activity
- June 15, 1:00 pm - 4:30 pm - Analysis Session - Cash Management
- June 19, 8:30 am - 4:30 pm - Analysis Session - Accounts Receivable/General Billing
- June 20, 8:30 am - 12:00 pm - Analysis Session - Capital Assets
- June 20, 1:00 pm - 4:30 pm - Conversion Analysis - General Ledger/Budget
- June 21, 8:30 am - 4:30 pm - Conversion Analysis - Accounts Payable
- June 22, 8:30 am - 12:00 pm - Conversion Analysis - Capital Assets
- June 22, 1:00 pm - 4:30 pm - Analysis Session - Tyler Forms
- June 26, 8:30 am - 4:30 pm - Analysis Session - Work Orders (Highway Specific)
- June 27, 8:30 am - 4:30 pm - Analysis Session - Work Orders (Highway Specific)
- June 28, 8:30 am - 4:30 pm - Analysis Session - Inventory
- June 29, 8:30 am - 12:00 pm - Conversion Analysis - Inventory
- June 29, 1:00 pm - 4:30 pm - Conversion Analysis - Work Order (Highway Specific)



N7171 Raceway Road Phone: (920)887-3757
Beaver Dam, WI 53916 Fax: (920)887-3338

Like us on facebook! 
facebook.com/hometownglass
hometownglass.com

Customer

*Building Security -
Henry Dodge Bldg*

Federal Tax ID: 39-1612115

P/O#:
Taken By: Jeff
Installer:

Cust State Tax ID: YES
Cust Fed Tax ID:
Ship Via:

Quote: Q001128
Date: 5/25/2018

SalesRep: Jeff

Adv. Code:PC

Bill To: DODGE COUNTY ADMIN M

Sold To: DODGE COUNTY ADMIN M

DODGE COUNTY ADMIN MAINTENANCE
DODGE COUNTY ADMIN
PHYSICAL FACILITIES
JUNEAU, WI 53039

HENRY DODGE
ADRC OFFICE

(920) 386-3665

Qty	Part Number	Description	Sell	Total
1	MISC	Furnish & install a Forced Entry Resistance receptionist area in the ADRC.	\$11,590.00	\$11,590.00

Includes 3 openings to get 3/4" Armor Protect glass, speakers, stainless trays & steel glass stops.

NET 30

Total:

Sub Total: \$11,590.00

Tax: \$0.00

Total: \$11,590.00



N7171 Raceway Road Phone: (920)887-3757
Beaver Dam, WI 53916 Fax: (920)887-3338

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Office Copy

Federal Tax ID: 39-1612115

P/O#:
Taken By: Jeff
Installer:

Cust State Tax ID: YES
Cust Fed Tax ID:
Ship Via:

Quote: Q001129
Date: 5/25/2018

SalesRep: Jeff

Adv. Code:PC

Bill To: DODGE COUNTY ADMIN M

Sold To: DODGE COUNTY ADMIN M

DODGE COUNTY ADMIN MAINTENANCE
DODGE COUNTY ADMIN
PHYSICAL FACILITIES
JUNEAU, WI 53039

HENRY DODGE
ECONOMICS SUPPORT OFFICE

(920) 386-3665

Qty	Part Number	Description	Sell	Total
1	MISC	Furnish & install a Forced Entry Resistance receptionist area in Economics Support.	\$5,830.00	\$5,830.00

Includes 2 openings to get 3/4" Armor Protect glass, speakers, stainless trays & steel glass stops.

NET 30

Total:

Sub Total: \$5,830.00

Tax: \$0.00

Total: \$5,830.00



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Beaver Dam, WI 53916 Fax: (920)887-3338

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Office Copy

Federal Tax ID: 39-1612115

P/O#:
Taken By: Jeff
Installer:

Cust State Tax ID: YES
Cust Fed Tax ID:
Ship Via:

Quote: Q001130
Date: 5/25/2018

SalesRep: Jeff

Adv. Code:PC

Bill To: DODGE COUNTY ADMIN M

Sold To: DODGE COUNTY ADMIN M

DODGE COUNTY ADMIN MAINTENANCE
DODGE COUNTY ADMIN
PHYSICAL FACILITIES
JUNEAU, WI 53039

HENRY DODGE
MAIN RECEPTIONIST AREA

(920) 386-3665

Qty	Part Number	Description	Sell	Total
1	MISC	Furnish & install a Forced Entry Resistance receptionist area in the main entry area.	\$5,890.00	\$5,890.00

Includes 2 openings to get 3/4" Armor Protect glass, speakers, stainless trays & U-channel around the perimeter.

NET 30

Total:

Sub Total: \$5,890.00

Tax: \$0.00

Total: \$5,890.00



N7171 Raceway Road Phone: (920)887-3757
Beaver Dam, WI 53916 Fax: (920)887-3338

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Office Copy

Federal Tax ID: 39-1612115

P/O#:
Taken By: Jeff
Installer:

Cust State Tax ID: YES
Cust Fed Tax ID:
Ship Via:

Quote: Q001131
Date: 5/25/2018

SalesRep: Jeff

Adv. Code:PC

Bill To: DODGE COUNTY ADMIN M

Sold To: DODGE COUNTY ADMIN M

DODGE COUNTY ADMIN MAINTENANCE
DODGE COUNTY ADMIN
PHYSICAL FACILITIES
JUNEAU, WI 53039

HENRY DODGE
PUBLIC HEALTH OFFICE

(920) 386-3665

Qty	Part Number	Description	Sell	Total
1	MISC	Furnish & install a Forced Entry Resistance receptionist area in the Public Health Office.	\$10,390.00	\$10,390.00

Includes 2 openings to get 3/4" Armor Protect glass, speakers, stainless trays and steel glass stops.

NET 30

Total:

Sub Total: \$10,390.00

Tax: \$0.00

Total: \$10,390.00